DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
WASHINGTON, DC 20380-0001

MCO 1510.54C
C 472
29 Dec 00

MARINE CORPS ORDER 1510.54C W/CH 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR VISUAL INFORMATION (VI), OCCUPATIONAL FIELD (OCCFLD) 46

Ref: (a) MCO 1510.34A
(b) MCO 1553.1B
(c) MCO 1553.2
(d) MCO 1553.3
(e) MCO 3500.27

Encl: (1) Description of an Individual Training Standard
(2) Management of Individual Training Standards
(3) Summary/Index of Individual Training Standards
(4) Common Individual Training Standards
(5) Training Support
(6) Individual Training Standards
(7) Summary/Index of Individual Training Standards by Specific Category (MOJT, DL, PST)

1. Purpose. To publish revised Individual Training Standards (ITS) at enclosures (1) through (7) for OccFld 46.

2. Cancellation. MCO 1510.54B

3. Background

a. The references establish the system used to publish all training standards, provide policy, and assign training responsibilities, especially as applied to the Systems Approach to Training (SAT).

b. ITSs establish the training requirements for all Marines in the same occupational field (OccFld), Military Occupational Specialty (MOS), or billet. They provide a foundation upon which unit commanders, Functional Learning Center (FLC) directors, and distance learning (DL) developers build training packages for individual Marines as part of unit training plans or formal courses of instruction.

c. ITSs represent the skills that contribute to the unit mission as expressed in the Mission Performance Standards (MPS). Changes to doctrine or force structure or the introduction of new weapons or equipment may necessitate revision of this Order.

4. Summary of Revision. This revision reflects structural changes in OccFld 46, Visual Information. MOS 4615 (Combat Lithographer) has been redesignated as MOS 4612 (Combat Lithographer). MOS 4621 (Training Equipment and Library Specialist) and MOS 4653 (Combat Visual Information Equipment Technician) have been deleted from the OccFld. Titles for several MOSs have been changed to reflect a realignment of task responsibilities.

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5. Information

a. ITSs are used by unit commanders, FLC directors, and DL developers to design, develop, conduct, and evaluate the individual training of Marines. Unit commanders are responsible for the sustainment of all individual tasks that have been deemed, through analysis, to support the unit's Mission Essential Task List (METL). Unit commanders can, therefore, use the tasks contained in this Order as the basis of individual training through Managed On-the-Job Training (MOJT), instruction in unit-level schools, or incorporation in their training plans. FLC directors and DL developers will derive Terminal Learning Objectives (TLO) and Enabling Learning Objectives (ELO) from the tasks, conditions, standards, and performance steps of each associated ITS. Task lists reported on Course Descriptive Data (CDD) submissions will consist of tasks contained in this Order that are designated for training at the appropriate level in the FLC. Task lists reported on Distance Learning Descriptive Data (DLDD) submissions will consist of tasks contained in this Order that are designated for DL training at the appropriate level.

b. Unit commanders and FLC directors are responsible for reviewing their training programs per reference (e) and making interventions that reduce risk to acceptable levels.

6. Action

a. Commanding General, Marine Corps Combat Development Command (CG MCCDC)

(1) Ensure all FLCs use this Order to train personnel to the standards required by grade and MOS.

(2) Ensure the Marine Corps Institute (MCI) and the Combat Visual Information Center (CVIC) provide standardized performance support tools (PST) and other training support requirements to facilitate training in units.

(3) Review, revise, and manage the upkeep of this Order in coordination with Operating Force and Supporting Establishment commanders and MOS Specialists/OccFld Managers.

(4) Ensure the Combat Development System identifies and mitigates the impact on training, by MOS and ITS, of all new equipment.

b. Commanding Generals of the Marine Forces and Supporting Establishment Commands and Commanders of Separate Organizations not Commanded by a General Officer

(1) Use this Order as the basis for individual training.

(2) Conduct MOJT programs and/or instruction in unit level schools to satisfy initial, sustainment, and refresher training requirements in so far as the tasks support unit mission requirements.

7. Submission of Recommendations and Requirements. Recommendations concerning the content of this Order are invited. Submit recommendations for additions, deletions, or modifications to CG MCCDC (C 472) via the chain of command.

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

W. E. GASKIN
By direction

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HEADQUARTERS UNITED STATES MARINE CORPS
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MCO 1510.54C Ch 1
C 469
11 Apr 03

MARINE CORPS ORDER 1510.54C Ch 1

From: Commandant of the Marine Corps
To: Distribution List

Subj: CHANGE 1 TO MCO 1510.54C, INDIVIDUAL TRAINING STANDARDS (ITS) SYSTEM FOR VISUAL INFORMATION (VI), OCCUPATIONAL FIELD 46

Encl: (1) New page inserts to MCO 1510.54C of 29 Dec 00

1. Purpose. To transmit new page inserts to the revised Order as contained in enclosures (3) through (7).

2. Summary of Changes. Change 1 to this ITS Order pertains to MOS 4612 Combat Lithographer only. No other OccFld 46 MOSs were reviewed or updated in this Change 1. Several 4612 tasks were deleted, initial training settings were adjusted, and the grade of the individual Marine performing some tasks was revised.

3. Action

a. Remove enclosures (3) and (4) and replace with corresponding enclosures contained in the enclosure.

b. Remove appendices (A) and (B) of enclosure (5) and replace with corresponding appendices contained in the enclosure.

c. Remove appendix (C) to enclosure (6) and replace with corresponding appendix contained in the enclosure.

d. Remove appendix (A) to enclosure (7) and replace with corresponding appendix contained in the enclosure.

4. Change Notation. Enclosures marked with MCO 1510.54C Ch 1 in the header (Enclosures (3), (4), (5A), (5B), (6C), (7A)), contain changes not previously published.

5. Filing Instructions. File Change 1 transmittal behind the signature page of MCO 1510.54C of 29 December 00

EDWARD HANLON, JR
By direction

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DESCRIPTION OF AN INDIVIDUAL TRAINING STANDARD

1. ITS Designator. Each ITS has a unique three-part identifier that represents an MOS (or billet), a duty (or functional) area within that MOS, and a specific task included in that duty area. Each part is separated by periods. An example of an ITS Designator is 0311.02.08.

a. The first four positions ("0311" in the example above) represent the MOS or billet. For any ITS associated with an official MOS, the four digits must be identical to those assigned to the MOS in MCO P1200.7 (MOS Manual).

b. The middle two positions ("02" in the example above) represent the duty or functional area. Duty areas within a given MOS are assigned Arabic numerals. Duty areas 1 through 9 are always preceded by a leading zero. In the example above, "02" represents the second duty area under MOS 0311.

c. The last two positions ("08" in the example above) represent a specific task. Tasks within a specific duty or functional area are assigned Arabic numerals. Tasks 1 through 9 are always preceded by a leading zero. In the example above, "08" represents one task within the second duty area under MOS 0311.

2. ITS Components. There are six basic components of an ITS, five of which are mandatory:

a. Task. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for an MOS are designated as "Core." Those advanced skills that are mission, grade, or billet specific are designated as "Core Plus."

b. Condition(s). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location
affecting a Marine's performance of the task under real-world circumstances.

c. Standard(s). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. Performance Steps. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. Reference(s). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

f. Administrative Instructions (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

3. ITS Training

a. Initial Training Setting. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months

between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

b. Training Materiel (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard.

c. Ammunition (Optional). This section includes any ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

d. Distance Learning Product(s) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

e. Performance Support Tool(s) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

MANAGEMENT OF INDIVIDUAL TRAINING STANDARDS

1. ITS Use

a. ITSs form the basis for all individual training in Functional Learning Centers (FLC) and units. They are written for all MOSs in order to specify the critical skills required by units of their individual Marines in support of the unit's combat missions as defined in the unit's Mission Essential Task List (METL).

b. FLC directors are responsible for reviewing all ITSs marked for initial training at the FLC. They must conduct courses of instruction on those ITSs appropriate for their student populations in terms of grade or rank. The task portion of each ITS taught in a given course must appear in the Task List (Item 24) of the CDD for that course. In accordance with the Systems Approach to Training (SAT), a Program of Instruction (POI) must also be developed for the course.

c. ITSs provide measures of performance that can be used by unit commanders to diagnose individual deficiencies and design training. Noted deficiencies should be scheduled for remediation on training plans or through Managed On-The-Job Training (MOJT), as appropriate.

d. A Marine should continue to receive instruction on ITSs that support the unit's METL. Individual training cannot cease upon graduation from the FLC because FLCs cannot prepare every Marine to serve in every billet. Individuals should be given opportunities in the unit to gain experience and responsibility as quickly as possible.

2. ITS Maintenance

a. A relationship exists between ITSs and the threat to Marine forces. Changes in the threat often trigger corresponding changes in our weapons, equipment, or doctrine, which then necessitate producing new or updated training standards. Such action requires a team effort on the part of the operating forces, the FLCs, and staff agencies at both Headquarters, U.S. Marine Corps and the Marine Corps Combat Development Command (MCCDC).

b. ITSs are ultimately validated by unit commanders and FLC directors. Records of Proceedings (ROP) resulting from Course Content Review Boards (CCRB) conducted by FLCs are particularly well suited for recommending revisions. The ROP should contain a justification for each proposed addition, deletion, or change and should accompany any request to obtain authority to depart from the currently published ITSs. Unit commanders can recommend changes through participation in a school's CCRB or directly via the chain of command. Unless significant changes warrant earlier action, ITS orders are revised and republished on a 4-year cycle.

c. ITS management is a dynamic process involving user maintenance as the key to refining standards to best serve unit missions. ITS users should evaluate whether ITSs support or fail to support an MOS, and ITS components should be examined for realism and pertinence. Users are encouraged to submit recommended changes to published ITSs through the chain of command.

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure is a summary listing of all ITS tasks grouped by MOS and Duty Area.

2. Format. The columns are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. CORE. An "X" appears in this column when the task is designated as a "Core" task required to "make" a Marine and qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("Core Plus") task that is mission, grade, or billet specific.

e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).

f. DL. Distance Learning Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.

g. PST. Performance Support Tool. An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.

h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.

i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.

j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

MOS 4602, VISUAL INFORMATION OFFICER

DUTY AREA 01 - VISUAL IMAGERY PRODUCTION

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
1)	4602.01.01	WRITE A VISUAL INFORMATION (VI) APPENDIX 9 TO ANNEX C OF AN OPERATION ORDER						12 WO	6-A-1
2)	4602.01.02	WRITE MARINE CORPS AND JOINT LESSONS LEARNED (MC/JLL)						12 WO	6-A-2
3)	4602.01.03	DEVELOP A 24-HOUR EVIDENTIARY IMAGING PLAN						12 WO	6-A-3

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
4)	4602.01.04	WRITE A CATALOG OF VISUAL INFORMATION (VI) CAPABILITIES					12	WO	6-A-4
5)	4602.01.05	MAINTAIN MARINE INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS) RECORDS					12	WO	6-A-5
6)	4602.01.06	MAINTAIN TECHNICAL PUBLICATIONS					12	WO	6-A-6
7)	4602.01.07	MAINTAIN EQUIPMENT HISTORY FOLDERS					12	WO	6-A-7

DUTY AREA 02 - VISUAL IMAGERY MANAGEMENT

1)	4602.02.01	DEVELOP A VISUAL INFORMATION (VI) DEPLOYMENT PLAN		X			12	WO	6-A-9
2)	4602.02.02	DEVELOP A VISUAL INFORMATION (VI) CONTINGENCY DEPLOYMENT PLAN		X			12	WO	6-A-10
3)	4602.02.03	DEVELOP A MANPOWER MANAGEMENT PLAN		X			12	WO	6-A-11
4)	4602.02.04	DEVELOP AN IMAGERY MANAGEMENT PLAN		X			12	WO	6-A-12
5)	4602.02.05	DEVELOP A VISUAL INFORMATION (VI) BUDGET PLAN		X			12	WO	6-A-13
6)	4602.02.06	DEVELOP A VISUAL INFORMATION (VI) PRODUCTION AND RECORDS MANAGEMENT PLAN		X			12	WO	6-A-15
7)	4602.02.07	DEVELOP A VISUAL INFORMATION (VI) EQUIPMENT LIFE CYCLE MANAGEMENT PLAN		X			12	WO	6-A-17
8)	4602.02.08	DEVELOP A HISTORICAL DOCUMENTATION PLAN		X			12	WO	6-A-18
9)	4602.02.09	COORDINATE VISUAL INFORMATION (VI) SERVICE CONTRACTS		X			12	WO	6-A-20
10)	4602.02.10	DEVELOP A QUALITY CONTROL (QC) PLAN					12	WO	6-A-22
11)	4602.02.11	ESTABLISH VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES					12	WO	6-A-23
12)	4602.02.12	MANAGE IMAGERY FROM ACQUISITION TO ARCHIVAL		X			12	WO	6-A-25
13)	4602.02.13	SUPERVISE A SAFETY AND HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PLAN					12	WO	6-A-27
14)	4602.02.14	SUPERVISE PROPER PRODUCTION AND CHAIN OF CUSTODY PROCEDURES FOR SENSITIVE AND CLASSIFIED VISUAL INFORMATION (VI) MATERIAL					12	WO	6-A-28
15)	4602.02.15	DEVELOP A SELF-HELP PROGRAM FOR SIMPLE CUSTOMER SUPPORT REQUIREMENTS					12	WO	6-A-29
16)	4602.02.16	COORDINATE CUSTOMER VISUAL INFORMATION (VI) REQUIREMENTS WITH EXTERNAL AGENCIES					12	WO	6-A-31
17)	4602.02.17	MANAGE A BROADCAST FACILITY		X			12	WO	6-A-32
18)	4602.02.18	DEVELOP A MILITARY OCCUPATIONAL SPECIALTY (MOS) TRAINING PLAN FOR LATERAL MOVES INTO THE OCCUPATIONAL FIELD (OCCFLD)					12	WO	6-A-34
19)	4602.02.19	MARKET VISUAL INFORMATION (VI) PRODUCTS, PRODUCTIONS, AND SERVICES		X			12	WO	6-A-35
20)	4602.02.20	ESTABLISH VISUAL INFORMATION (VI) CROSS-TRAINING WITHIN THE OCCUPATIONAL FIELD (OCCFLD)					12	WO	6-A-37
21)	4602.02.21	COORDINATE LOCAL VISUAL INFORMATION (VI) COMMERCIAL EDUCATION OPPORTUNITIES FOR THE OCCUPATIONAL FIELD (OCCFLD)					12	WO	6-A-38
22)	4602.02.22	RECOMMEND REGIONAL AND VISUAL INFORMATION MANAGEMENT (VIM)-LEVEL					12	WO	6-A-40

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
		VISUAL INFORMATION (VI) ISSUES TO THE OCCFLD MANAGER							
23)	4602.02.23	MONITOR VISUAL INFORMATION (VI) TRAINING DEVICE SERVICE CONTRACTS					12	WO	6-A-41
24)	4602.02.24	DEVELOP A VISUAL INFORMATION (VI) COLLATERAL EQUIPMENT FACILITIES MANAGEMENT PLAN		X			12	WO	6-A-42
25)	4602.02.25	COORDINATE GRAPHIC/PHOTOGRAPHIC/VIDEO/REPRODUCTION REQUIREMENTS WITH CUSTOMERS					12	WO	6-A-44
26)	4602.02.26	CONDUCT SUBJECT MATTER EXPERT (SME) CONFERENCES					12	WO	6-A-45
27)	4602.02.27	COORDINATE REGIONAL AND VISUAL INFORMATION MANAGEMENT (VIM)-LEVEL VISUAL INFORMATION (VI) ISSUES		X			12	WO	6-A-46

MOS 4611, COMBAT ILLUSTRATOR

DUTY AREA 01 - GENERAL

1)	4611.01.01	DETERMINE CUSTOMER REQUIREMENTS					12	Cpl	6-B-1
2)	4611.01.02	PRODUCE VISUAL INFORMATION (VI) PRODUCTS					12	Pvt	6-B-1
3)	4611.01.03	PERFORM PREVENTIVE MAINTENANCE ON GRAPHIC EQUIPMENT/TOOLS	X	X			12	Pvt	6-B-3
4)	4611.01.04	LOG WORK REQUESTS					12	Pvt	6-B-4
5)	4611.01.05	ACQUIRE STILL IMAGES	X	X			12	Pvt	6-B-5
6)	4611.01.06	PREPARE ORIGINALS FOR REPRODUCTION					12	Pvt	6-B-6
7)	4611.01.07	MAINTAIN EQUIPMENT HISTORY FOLDERS					12	Cpl	6-B-7
8)	4611.01.08	MAINTAIN TECHNICAL PUBLICATIONS					12	SSgt	6-B-8
9)	4611.01.09	CONDUCT A SELF-HELP PROGRAM FOR SIMPLE CUSTOMER SUPPORT PROCEDURES					12	Cpl	6-B-9
10)	4611.01.10	PREPARE INPUT FOR VISUAL INFORMATION (VI) BUDGET PROCESS					12	Sgt	6-B-10

DUTY AREA 02 - ILLUSTRATION AND DESIGN

1)	4611.02.01	PERFORM COMBAT ART	X	X			12	Pvt	6-B-12
2)	4611.02.02	DRAW BATTLE DAMAGE ASSESSMENT SKETCHES	X	X			12	Pvt	6-B-13
3)	4611.02.03	PRODUCE TACTICAL INTELLIGENCE SKETCHES	X	X			12	Pvt	6-B-14
4)	4611.02.04	DEVELOP AN AESTHETIC LOOK FOR ILLUSTRATION AND DESIGN PRODUCTS	X	X			12	Pvt	6-B-15
5)	4611.02.05	LAYOUT TERRAIN MODELS					12	Cpl	6-B-16
6)	4611.02.06	CONSTRUCT TERRAIN MODELS					12	Cpl	6-B-17
7)	4611.02.07	ILLUSTRATE MANUALS	X	X			12	Pvt	6-B-19
8)	4611.02.08	DRAW MAP OVERLAYS	X	X			12	Pvt	6-B-20
9)	4611.02.09	CAPTION IMAGERY	X	X			12	Pvt	6-B-21
10)	4611.02.10	DESIGN ELECTRONIC BRIEFS	X	X			12	Pvt	6-B-22
11)	4611.02.11	LAYOUT MECHANICALS FOR PRINTED MATERIAL					12	Pvt	6-B-23
12)	4611.02.12	DESIGN CHARTS	X	X			12	Pvt	6-B-24

DUTY AREA 03 - COMPUTER GRAPHICS

1)	4611.03.01	PERFORM COMPUTER-BASED DESKTOP PUBLISHING	X	X			12	Pvt	6-B-26

SEQ	TASK	TITLE	CORE	FLC DL	PST	SUS	REQ BY	PAGE
2)	4611.03.02	DIGITIZE IMAGERY	X	X		12	Pvt	6-B-27
3)	4611.03.03	ILLUSTRATE ELECTRONIC BRIEFS	X	X		12	Pvt	6-B-28
4)	4611.03.04	ANIMATE ELECTRONIC BRIEFS	X	X		12	Pvt	6-B-29
5)	4611.03.05	TRANSMIT DIGITAL IMAGERY	X	X		12	Pvt	6-B-30
6)	4611.03.06	DESIGN INTERACTIVE COURSEWARE MATERIALS				12	Cpl	6-B-31
7)	4611.03.07	DESIGN WEB PAGES	X	X		12	Pvt	6-B-33
DUTY AREA 04 - PRODUCE COPY PREP								
1)	4611.04.01	CREATE A MASTER FOR BOOKLETS				12	Pvt	6-B-35
2)	4611.04.02	PRINT MAPS				12	Pvt	6-B-36
3)	4611.04.03	CREATE MULTI-FOLD DOCUMENTS				12	Pvt	6-B-37
4)	4611.04.04	PRINT PHOTOGRAPHIC IMAGE	X	X		12	Pvt	6-B-38
5)	4611.04.05	COLLAGE DIGITAL IMAGE/ILLUSTRATION	X	X		12	Pvt	6-B-39
6)	4611.04.06	PRODUCE FINISHED MASTER OF COPY PREP				12	Pvt	6-B-40
DUTY AREA 05 - COORDINATION AND SUPERVISION								
1)	4611.05.01	COORDINATE GRAPHIC REQUIREMENTS WITH CUSTOMERS				12	Pvt	6-B-42
2)	4611.05.02	DEMONSTRATE GRAPHIC APPLICATIONS/CAPABILITIES FOR COMMANDERS/CUSTOMERS	X	X		12	Pvt	6-B-43
3)	4611.05.03	ESTABLISH QUALITY CONTROL (QC) PROCEDURES				12	Cpl	6-B-44
4)	4611.05.04	SUPERVISE PREVENTIVE AND CORRECTIVE MAINTENANCE ON GRAPHIC EQUIPMENT/TOOLS				12	Cpl	6-B-45
5)	4611.05.05	MARKET VISUAL INFORMATION (VI) PRODUCTS, PRODUCTIONS, AND SERVICES				12	SSgt	6-B-46
6)	4611.05.06	MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES				12	Cpl	6-B-47

MOS 4612, COMBAT LITHOGRAPHER

SEQ	TASK	TITLE	CORE	FLC DL	PST	SUS	REQ BY	PAGE
DUTY AREA 01 - LITHOGRAPHIC AND REPRODUCTION OPERATIONS								
1)	4612.01.01	PERFORM COMPUTER-BASED DESKTOP PUBLISHING	X	X		3	Pvt	6-C-1
2)	4612.01.02	PREPARE ORIGINALS FOR REPRODUCTION	X	X		3	Pvt	6-C-1
3)	4612.01.03	PRINT BOOKLETS	X	X		3	Pvt	6-C-2
4)	4612.01.04	FINISH PRINTED JOBS (E.G., COLLATE, BIND, STAPLE, HOLE-PUNCH, ETC.)				3	Pvt	6-C-4
5)	4612.01.05	PRINT FROM CUSTOMER-PROVIDED ELECTRONIC FILE	X	X		3	Pvt	6-C-5
6)	4612.01.06	PRINT MAP OVERLAYS	X	X		3	Pvt	6-C-6
7)	4612.01.07	PRINT MAPS	X	X		3	Pvt	6-C-8
8)	4612.01.08	PRINT MULTI-FOLD DOCUMENTS	X	X		6	Pvt	6-C-9
9)	4612.01.09	PRINT MULTI-PART FORMS	X	X		6	Pvt	6-C-10
10)	4612.01.10	PRINT PHOTOGRAPHIC IMAGE	X	X		3	Pvt	6-C-12
11)	4612.01.11	LAYOUT MECHANICALS FOR PRINTED MATERIAL	X	X		3	Pvt	6-C-13
12)	4612.01.12	TRANSMIT DIGITAL IMAGERY	X	X		3	Pvt	6-C-14

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
DUTY AREA 02 - MAINTENANCE									
1)	4612.02.02	PERFORM PREVENTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS	X	X			3	Pvt	6-C-17
2)	4612.02.03	PERFORM CORRECTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS					6	Cpl	6-C-18
3)	4612.02.05	PERFORM CORRECTIVE MAINTENANCE ON OFFSET PRESS					6	Cpl	6-C-19
4)	4612.02.06	PERFORM CORRECTIVE MAINTENANCE ON BINDERY EQUIPMENT					6	Cpl	6-C-21
5)	4612.02.08	INVENTORY LITHOGRAPHIC AND GRAPHIC EQUIPMENT/TOOLS					3	Pvt	6-C-22
6)	4612.02.09	MAINTAIN EQUIPMENT HISTORY FOLDERS					12	SSgt	6-C-23
7)	4612.02.10	MAINTAIN TECHNICAL PUBLICATIONS					12	SSgt	6-C-24
8)	4612.02.11	MONITOR LITHOGRAPHIC AND REPRODUCTION EQUIPMENT OPERATIONS AND READINESS STATUS					6	Cpl	6-C-25
DUTY AREA 03 - COORDINATION AND SUPERVISION									
1)	4612.03.03	COORDINATE LITHOGRAPHIC REQUIREMENTS WITH CUSTOMERS	X	X			3	Pvt	6-C-27
2)	4612.03.04	DEMONSTRATE LITHOGRAPHIC APPLICATIONS/CAPABILITIES FOR CUSTOMERS	X	X			6	Pvt	6-C-27
3)	4612.03.05	SUPERVISE OPERATOR-LEVEL PREVENTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS					6	Cpl	6-C-28
4)	4612.03.06	MAINTAIN A HAZARDOUS MATERIALS (HAZMAT) PROGRAM					12	SSgt	6-C-29
5)	4612.03.07	MONITOR QUALITY CONTROL (QC) PROCEDURES					12	SSgt	6-C-30
6)	4612.03.08	MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES					12	SSgt	6-C-31
7)	4612.03.09	SUPERVISE CORRECTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS					12	Cpl	6-C-32

MOS 4616, REPRODUCTION EQUIPMENT REPAIRER

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
DUTY AREA 01 - MANAGEMENT AND ADMINISTRATION									
1)	4616.01.01	MAINTAIN EQUIPMENT HISTORY FOLDERS					6	Cpl	6-D-1
2)	4616.01.02	MAINTAIN TECHNICAL PUBLICATIONS					6	Cpl	6-D-1
DUTY AREA 02 - EQUIPMENT OPERATIONS									
1)	4616.02.01	PERFORM CORRECTIVE MAINTENANCE ON BINDERY EQUIPMENT	X	X			6	Cpl	6-D-3
2)	4616.02.02	PERFORM CORRECTIVE MAINTENANCE ON COPY CAMERAS	X	X			6	Cpl	6-D-4
3)	4616.02.03	PERFORM CORRECTIVE MAINTENANCE ON A DIGITAL DUPLICATOR	X	X			6	Cpl	6-D-6
4)	4616.02.04	PERFORM CORRECTIVE MAINTENANCE ON OFFSET PRESSES	X	X			6	Cpl	6-D-8
5)	4616.02.05	PERFORM CORRECTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS	X	X			6	Cpl	6-D-10

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
6)	4616.02.06	PERFORM PREVENTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS	X	X			6	Cpl	6-D-11
7)	4616.02.07	PERFORM PREVENTIVE MAINTENANCE ON GRAPHIC EQUIPMENT/TOOLS	X	X			6	Cpl	6-D-12
DUTY AREA 03 - COORDINATION AND SUPERVISION									
1)	4616.03.01	MONITOR LITHOGRAPHIC AND REPRODUCTION EQUIPMENT OPERATIONS AND READINESS STATUS					6	Cpl	6-D-14
2)	4616.03.02	SUPERVISE CORRECTIVE MAINTENANCE ON LITHOGRAPHIC AND REPRODUCTION EQUIPMENT/TOOLS					6	Cpl	6-D-15

MOS 4641, COMBAT PHOTOGRAPHER

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
DUTY AREA 01 - PHOTOGRAPHY									
1)	4641.01.01	ACQUIRE STILL IMAGES	X	X			12	Pvt	6-E-1
2)	4641.01.02	DIGITIZE IMAGERY	X	X			12	Pvt	6-E-2
3)	4641.01.03	CAPTION IMAGERY	X	X			12	Pvt	6-E-3
4)	4641.01.04	WRITE A VISUAL INFORMATION RECORD IDENTIFICATION NUMBER (VIRIN)	X	X			12	Pvt	6-E-4
5)	4641.01.05	COORDINATE PHOTOGRAPHIC REQUIREMENTS WITH CUSTOMERS	X	X			12	Pvt	6-E-5
6)	4641.01.06	DEMONSTRATE PHOTOGRAPHIC APPLICATIONS/CAPABILITIES FOR COMMANDERS/CUSTOMERS	X	X			12	Pvt	6-E-6
7)	4641.01.07	PERFORM INVESTIGATIVE PHOTOGRAPHY	X	X			12	Pvt	6-E-7
8)	4641.01.08	PHOTOGRAPH AN AIRCRAFT MISHAP	X	X			12	Pvt	6-E-8
9)	4641.01.09	PERFORM STUDIO PHOTOGRAPHY	X	X			12	Pvt	6-E-9
10)	4641.01.10	PRINT PHOTOGRAPHIC IMAGE	X	X			12	Pvt	6-E-10
11)	4641.01.11	DOCUMENT EXPEDITIONARY OPERATIONS					12	Pvt	6-E-11
12)	4641.01.12	PERFORM SURVEILLANCE/RECONNAISSANCE/INTELLIGENCE (SRI) PHOTOGRAPHY	X	X			12	Pvt	6-E-13
13)	4641.01.13	TRANSMIT DIGITAL IMAGERY	X	X			12	Pvt	6-E-14
14)	4641.01.14	PHOTOGRAPH UNCONTROLLED ACTION	X	X			12	Pvt	6-E-16
15)	4641.01.15	PREPARE A PHOTO STORY FOR PUBLICATION	X	X			12	Pvt	6-E-17
16)	4641.01.16	DEVELOP AN AESTHETIC LOOK FOR ILLUSTRATION AND DESIGN PRODUCTS					12	Cpl	6-E-18
17)	4641.01.17	PRODUCE A COMPREHENSIVE VISUAL HISTORY OF A UNIT					12	Pvt	6-E-19
18)	4641.01.18	PRODUCE A PHOTOGRAPHIC PRODUCT (E.G., ALBUM, COLLAGE, COMPACT DISK, POSTER, ETC.)	X	X			12	Pvt	6-E-20
19)	4641.01.19	FINISH PRINTED JOBS (E.G., CUT TO SIZE, MOUNT, BIND, ETC.)					12	Pvt	6-E-21
DUTY AREA 02 - MAINTENANCE									
1)	4641.02.01	PERFORM OPERATOR-LEVEL PREVENTIVE MAINTENANCE ON PHOTOGRAPHIC EQUIPMENT/TOOLS	X	X			12	Pvt	6-E-23

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
2)	4641.02.02	SUPERVISE PREVENTIVE AND CORRECTIVE MAINTENANCE ON PHOTOGRAPHIC EQUIPMENT/TOOLS					12	Cpl	6-E-24
DUTY AREA 03 - SUPERVISION AND ADMINISTRATION									
1)	4641.03.01	LOG WORK REQUESTS					12	Pvt	6-E-26
2)	4641.03.02	MONITOR QUALITY CONTROL (QC) PROCEDURES					12	Sgt	6-E-27
3)	4641.03.03	MONITOR A SAFETY AND HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PLAN					12	Sgt	6-E-28
4)	4641.03.04	MONITOR VISUAL INFORMATION (VI) CROSS-TRAINING WITHIN THE OCCFLD					12	SSgt	6-E-29
5)	4641.03.05	MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES					12	SSgt	6-E-30
6)	4641.03.06	COORDINATE PHOTOGRAPHIC SUPPORT REQUIREMENTS THROUGH THE DEPARTMENT OF DEFENSE (DOD) ADMINISTRATIVE PROCESS					12	SSgt	6-E-31
7)	4641.03.07	MANAGE IMAGERY FROM ACQUISITION TO ARCHIVAL					12	SSgt	6-E-32

MOS 4671, COMBAT VIDEOGRAPHER

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
DUTY AREA 01 - MANAGEMENT AND ADMINISTRATION									
1)	4671.01.01	DETERMINE CUSTOMERS' REQUIREMENTS	X	X			12	Pvt	6-F-1
2)	4671.01.02	COORDINATE VIDEO REQUIREMENTS WITH CUSTOMERS	X	X			12	Pvt	6-F-2
3)	4671.01.03	DEMONSTRATE VIDEO APPLICATIONS/CAPABILITIES FOR COMMANDERS/CUSTOMERS	X	X			12	Pvt	6-F-3
4)	4671.01.04	LOG WORK REQUESTS					12	Pvt	6-F-4
5)	4671.01.05	MONITOR QUALITY CONTROL (QC) PROCEDURES					12	Cpl	6-F-5
6)	4671.01.06	MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES					12	Cpl	6-F-6
7)	4671.01.07	MANAGE A BROADCAST FACILITY					12	SSgt	6-F-7
8)	4671.01.08	SUPERVISE PROPER PRODUCTION AND CHAIN OF CUSTODY PROCEDURES FOR SENSITIVE AND CLASSIFIED VISUAL INFORMATION (VI) MATERIAL					12	SSgt	6-F-9
DUTY AREA 02 - VIDEO AND AUDIO PRODUCTION AND BROADCAST									
1)	4671.02.01	DOCUMENT EXPEDITIONARY OPERATIONS					12	Pvt	6-F-11
2)	4671.02.02	PERFORM SURVEILLANCE/RECONNAISSANCE/INTELLIGENCE (SRI) VIDEOGRAPHY	X	X			12	Pvt	6-F-12
3)	4671.02.03	PERFORM INVESTIGATIVE VIDEOGRAPHY	X	X			12	Pvt	6-F-14
4)	4671.02.04	VIDEOTAPE AN AIRCRAFT MISHAP					12	Pvt	6-F-15
5)	4671.02.05	CAPTION IMAGERY	X	X			12	Pvt	6-F-16
6)	4671.02.06	DIGITIZE IMAGERY	X	X			12	Pvt	6-F-18
7)	4671.02.07	ACQUIRE MOTION MEDIA IMAGES	X	X			12	Pvt	6-F-19
8)	4671.02.08	DESIGN A STORYBOARD	X	X			12	Pvt	6-F-20
9)	4671.02.09	DIRECT A VIDEO PRODUCTION		X			12	Sgt	6-F-21

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
10)	4671.02.10	DIRECT A VISUAL INFORMATION (VI) PRODUCTION		X			12	Sgt	6-F-23
11)	4671.02.11	DIRECT VISUAL INFORMATION (VI) PRODUCTS		X			12	Sgt	6-F-25
12)	4671.02.12	DOCUMENT UNCONTROLLED ACTION	X	X			12	Pvt	6-F-26
13)	4671.02.13	LABEL MOTION MEDIA MATERIALS					12	Pvt	6-F-27
14)	4671.02.14	OPERATE BROADCAST FACILITY EQUIPMENT	X	X			12	Pvt	6-F-28
15)	4671.02.15	PERFORM INTERVIEWS	X	X			12	Pvt	6-F-29
16)	4671.02.16	PRODUCE A VISUAL STORY	X	X			12	Pvt	6-F-31
17)	4671.02.17	SCRIPT A VISUAL STORY		X			12	Sgt	6-F-32
18)	4671.02.18	WRITE EDIT DECISION LISTS	X	X			12	Pvt	6-F-33
19)	4671.02.19	CREATE VISUAL INFORMATION (VI) PRODUCTIONS	X	X			12	Pvt	6-F-35
20)	4671.02.20	CREATE VISUAL INFORMATION (VI) PRODUCTS	X	X			12	Pvt	6-F-37
21)	4671.02.21	ACQUIRE STILL IMAGES	X	X			12	Pvt	6-F-38
22)	4671.02.22	WRITE A VISUAL INFORMATION RECORD IDENTIFICATION NUMBER (VIRIN)	X	X			12	Pvt	6-F-40
23)	4671.02.23	TRANSMIT DIGITAL IMAGERY	X	X			12	Pvt	6-F-41
DUTY AREA 03 - MAINTENANCE									
1)	4671.03.01	SUPERVISE PREVENTIVE MAINTENANCE ON VIDEO EQUIPMENT/TOOLS					12	Cpl	6-F-43
2)	4671.03.02	PERFORM OPERATOR-LEVEL PREVENTIVE MAINTENANCE ON VIDEO EQUIPMENT/TOOLS	X	X			12	Pvt	6-F-44
3)	4671.03.03	SUPERVISE CORRECTIVE MAINTENANCE ON VIDEO EQUIPMENT AND TOOLS					12	SSgt	6-F-45

MOS 4691, VISUAL INFORMATION CHIEF

DUTY AREA 01 - VISUAL IMAGERY PRODUCTION									
1)	4691.01.01	MONITOR A 24-HOUR EVIDENTIARY IMAGING PLAN					12	MSgt	6-G-1
2)	4691.01.02	DIGITIZE IMAGERY					12	MSgt	6-G-2
DUTY AREA 02 - VISUAL IMAGERY MANAGEMENT									
1)	4691.02.01	DEVELOP A VISUAL INFORMATION (VI) DEPLOYMENT PLAN					12	MSgt	6-G-4
2)	4691.02.02	DEVELOP A VISUAL INFORMATION (VI) CONTINGENCY DEPLOYMENT PLAN		X			12	MSgt	6-G-5
3)	4691.02.03	MAINTAIN A MANPOWER MANAGEMENT PLAN		X			12	MSgt	6-G-6
4)	4691.02.04	PREPARE INPUT FOR VISUAL INFORMATION (VI) BUDGET PROCESS					12	MSgt	6-G-7
5)	4691.02.05	ADMINISTER A VISUAL INFORMATION (VI) BUDGET PLAN		X			12	MSgt	6-G-8
6)	4691.02.06	DEVELOP A VISUAL INFORMATION (VI) PRODUCTION AND RECORDS MANAGEMENT PLAN					12	MSgt	6-G-9
7)	4691.02.07	BRIEF COMMANDERS/CUSTOMERS ON VISUAL INFORMATION (VI) CAPABILITIES		X			12	MSgt	6-G-11
8)	4691.02.08	COORDINATE GRAPHIC, PHOTOGRAPHIC, VIDEO, AND REPRODUCTION REQUIREMENTS WITH CUSTOMERS					12	MSgt	6-G-13

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
9)	4691.02.09	COORDINATE CUSTOMER VISUAL INFORMATION (VI) REQUIREMENTS WITH EXTERNAL AGENCIES					12	MSgt	6-G-14
10)	4691.02.10	DEVELOP A VISUAL INFORMATION (VI) MARKETING PLAN		X			12	MSgt	6-G-15
11)	4691.02.11	MONITOR BROADCAST FACILITY OPERATIONS					12	MSgt	6-G-17
12)	4691.02.12	MANAGE IMAGERY FROM ACQUISITION TO ARCHIVAL					12	MSgt	6-G-18
13)	4691.02.13	DEVELOP AN HISTORICAL DOCUMENTATION PLAN					12	MSgt	6-G-19
14)	4691.02.14	MAINTAIN EQUIPMENT HISTORY FOLDERS					12	MSgt	6-G-20
15)	4691.02.15	MONITOR VISUAL INFORMATION (VI) CROSS-TRAINING WITHIN THE OCCFLD					12	MSgt	6-G-22
16)	4691.02.16	MONITOR A SELF-HELP PROGRAM FOR SIMPLE CUSTOMER SUPPORT REQUIREMENTS					12	MSgt	6-G-23
17)	4691.02.17	IMPLEMENT A VISUAL INFORMATION (VI) COLLATERAL EQUIPMENT FACILITIES MANAGEMENT PLAN					12	MSgt	6-G-24
18)	4691.02.18	COORDINATE VISUAL INFORMATION (VI) SERVICE CONTRACTS		X			12	MSgt	6-G-25
19)	4691.02.19	RECOMMEND REGIONAL AND VISUAL INFORMATION MANAGEMENT (VIM)-LEVEL VISUAL INFORMATION (VI) ISSUES TO THE OCCFLD MANAGER		X			12	MSgt	6-G-27

COMMON INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure lists the ITS tasks common to more than one MOS within the OccFld. It is designed to assist the trainer in consolidating training for common tasks.

2. Format. The columns are as follows:

a. TASK TITLE. A listing of all tasks common to at least two MOSs.

b. COMMON TASK NUMBERS. A listing of the ITS designators for all ITSs containing the same task title.

TASK TITLE	COMMON TASK NUMBERS		
ACQUIRE STILL IMAGES	4611.01.05	4641.01.01	4671.02.21
CAPTION IMAGERY	4611.02.09	4641.01.03	4671.02.05
COORDINATE CUSTOMER VISUAL INFORMATION (VI) REQUIREMENTS WITH EXTERNAL AGENCIES	4602.02.16	4691.02.09	
COORDINATE VISUAL INFORMATION (VI) SERVICE CONTRACTS	4602.02.09	4691.02.18	
DEVELOP A VISUAL INFORMATION (VI) CONTINGENCY DEPLOYMENT PLAN	4602.02.02	4691.02.02	
DEVELOP A VISUAL INFORMATION (VI) DEPLOYMENT PLAN	4602.02.01	4691.02.01	
DEVELOP A VISUAL INFORMATION (VI) PRODUCTION AND RECORDS MANAGEMENT PLAN	4602.02.06	4691.02.06	
DEVELOP AN AESTHETIC LOOK FOR ILLUSTRATION AND DESIGN PRODUCTS	4611.02.04	4641.01.16	
DIGITIZE IMAGERY	4611.03.02	4641.01.02	4671.02.06
	4691.01.02		
DOCUMENT EXPEDITIONARY OPERATIONS	4641.01.11	4671.02.01	
LAYOUT MECHANICALS FOR PRINTED MATERIAL	4611.02.11	4612.01.11	
LOG WORK REQUESTS	4611.01.04	4641.03.01	4671.01.04
MAINTAIN EQUIPMENT HISTORY FOLDERS	4602.01.07	4611.01.07	4612.02.09
	4616.01.01	4691.02.14	
MAINTAIN TECHNICAL PUBLICATIONS	4602.01.06	4611.01.08	4612.02.10
	4616.01.02		
MANAGE A BROADCAST FACILITY	4602.02.17	4671.01.07	
MANAGE IMAGERY FROM ACQUISITION TO ARCHIVAL	4602.02.12	4641.03.07	4691.02.12

TASK TITLE	COMMON TASK NUMBERS		
MARKET VISUAL INFORMATION (VI) PRODUCTS, PRODUCTIONS, AND SERVICES	4602.02.19	4611.05.05	
MONITOR LITHOGRAPHIC AND REPRODUCTION EQUIPMENT OPERATIONS AND READINESS STATUS	4612.02.11	4616.03.01	
MONITOR QUALITY CONTROL (QC) PROCEDURES	4612.03.07	4641.03.02	4671.01.05
MONITOR VISUAL INFORMATION (VI) CROSS-TRAINING WITHIN THE OCCFLD	4641.03.04	4691.02.15	
MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES	4611.05.06	4612.03.08	4641.03.05
	4671.01.06		
PERFORM COMPUTER-BASED DESKTOP PUBLISHING	4611.03.01	4612.01.01	
PERFORM CORRECTIVE MAINTENANCE ON BINDERY EQUIPMENT	4612.02.06	4616.02.01	
PERFORM CORRECTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS	4612.02.03	4616.02.05	
PERFORM PREVENTIVE MAINTENANCE ON GRAPHIC EQUIPMENT/TOOLS	4611.01.03	4616.02.07	
PERFORM PREVENTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS	4612.02.02	4616.02.06	
PREPARE INPUT FOR VISUAL INFORMATION (VI) BUDGET PROCESS	4611.01.10	4691.02.04	
PREPARE ORIGINALS FOR REPRODUCTION	4611.01.06	4612.01.02	
PRINT MAPS	4611.04.02	4612.01.07	
PRINT PHOTOGRAPHIC IMAGE	4611.04.04	4612.01.10	4641.01.10
RECOMMEND REGIONAL AND VISUAL INFORMATION MANAGEMENT (VIM)-LEVEL VISUAL INFORMATION (VI) ISSUES TO THE OCCFLD MANAGER	4602.02.22	4691.02.19	
SUPERVISE PROPER PRODUCTION AND CHAIN OF CUSTODY PROCEDURES FOR SENSITIVE AND CLASSIFIED VISUAL INFORMATION (VI) MATERIAL	4602.02.14	4671.01.08	
TRANSMIT DIGITAL IMAGERY	4611.03.05	4612.01.12	4641.01.13
	4671.02.23		
WRITE A VISUAL INFORMATION RECORD IDENTIFICATION NUMBER (VIRIN)	4641.01.04	4671.02.22	

TRAINING SUPPORT

1. This enclosure summarizes five categories of training support by ITS for the entire OccFld:

Appendix A: References

Appendix B: Training Materiel

Appendix C: Ammunition, Explosives, and Pyrotechnics

Appendix D: Distance Learning Products

Appendix E: Performance Support Tools

2. If support identified in any appendix is not applicable to this OccFld, the appendix will include a statement to that effect.

REFERENCES

1. General. References are doctrinal publications, technical manuals, and other publications upon which an ITS and its performance steps are based. They should be readily available and provide the detailed procedures for accomplishing the task. This section includes a list of all reference publications associated with any task in this OccFld.

2. Format. The columns are as follows:

a. REFERENCES. This column summarizes all references associated with at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks to which the corresponding reference is associated.

REFERENCES	TASK NUMBERS			
Appropriate Technical Manuals (TMs) and publications	4602.01.06	4611.01.07	4611.01.08	4612.02.02
	4612.02.03	4612.02.05	4612.02.06	4612.02.10
	4612.03.09	4616.01.01	4616.01.02	4616.02.04
	4616.02.05	4616.02.06	4616.02.07	4616.03.02
	4641.02.01	4641.02.02	4671.01.07	4671.02.01
	4671.02.14	4671.02.16	4671.02.20	4671.02.21
	4671.02.23	4671.03.01	4671.03.02	
Equipment/Manufacturer's operation/maintenance instructions	4602.02.07	4602.02.10	4611.01.03	4611.01.07
	4611.01.09	4611.05.04	4612.02.02	4612.02.03
	4612.02.05	4612.02.06	4612.02.09	4612.03.09
	4616.01.01	4616.02.01	4616.02.02	4616.02.03
	4616.02.04	4616.02.05	4616.02.06	4616.02.07
	4616.03.02	4641.02.01	4641.02.02	4671.01.03
	4671.01.07	4671.02.01	4671.02.02	4671.02.04
	4671.02.07	4671.02.10	4671.02.11	4671.02.14
	4671.02.16	4671.02.18	4671.02.20	4671.02.21
	4671.02.23	4671.03.01	4671.03.02	4671.03.03
	4691.01.02	4691.02.17		
Federal Communication Commission (FCC) regulations	4602.02.17	4671.01.03	4671.01.07	4691.02.11
Federal, state, and command Hazardous Materials (HAZMAT) regulations	4602.02.10	4612.03.06	4641.03.03	
Kodak Z Manuals	4602.02.10	4641.02.01	4641.02.02	
Local Standing Operating Procedures (SOP)	4602.02.05	4602.02.06	4602.02.10	4602.02.11
	4602.02.13	4602.02.14	4602.02.15	4602.02.16
	4602.02.17	4602.02.18	4602.02.20	4602.02.24
	4641.01.01	4641.01.02	4641.01.03	4641.01.04
	4641.01.05	4641.01.06	4641.01.07	4641.01.08
	4641.01.09	4641.01.10	4641.01.11	4641.01.12

REFERENCES	TASK NUMBERS			
	4641.01.09	4641.01.10	4641.01.11	4641.01.12
	4641.01.13	4641.01.14	4641.01.15	4641.01.16
	4641.01.17	4641.01.18	4641.01.19	4641.02.01
	4641.02.02	4641.03.01	4641.03.03	4641.03.04
	4641.03.06	4671.01.02	4671.01.03	4671.01.04
	4671.01.05	4671.01.07	4671.01.08	4671.02.01
	4671.02.02	4671.02.03	4671.02.04	4671.02.05
	4671.02.06	4671.02.07	4671.02.11	4671.02.12
	4671.02.13	4671.02.14	4671.02.17	4671.02.18
	4671.02.19	4671.02.20	4671.02.21	4671.02.22
	4671.02.23	4671.03.01	4671.03.02	4671.03.03
	4691.02.06	4691.02.09	4691.02.15	4691.02.16
Software user's guide(s)	4602.02.10	4611.02.10	4611.02.12	4611.03.01
	4611.03.02	4611.03.03	4611.03.04	4611.03.05
	4611.03.06	4611.03.07	4611.04.01	4611.04.02
	4611.04.03	4611.04.04	4611.04.05	4611.04.06
	4611.05.02	4612.01.01	4612.01.02	4612.01.03
	4612.01.05	4612.01.06	4612.01.07	4612.01.08
	4612.01.09	4612.01.10	4612.01.11	4612.01.12
	4612.03.03	4612.03.04	4612.03.07	4641.01.01
	4641.01.02	4641.01.06	4641.01.10	4641.03.02
	4671.01.03	4671.02.06	4671.02.07	4671.03.01
	4671.03.02	4671.03.03		
Various base/station orders	4602.01.03	4602.02.05	4602.02.06	4602.02.09
	4602.02.10	4602.02.11	4602.02.13	4602.02.14
	4602.02.15	4602.02.16	4602.02.17	4602.02.20
	4602.02.21	4602.02.24	4602.02.25	4611.04.03
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ST 546, Drawing Basic Lines, Student Text of Defense Mapping School	4611.02.02	4671.02.05		

REFERENCES	TASK NUMBERS			
TELEVISION FIELD PRODUCTION & REPORTING, Civilian reference by Frederick Shook, 3rd edition, Jan 2000	4671.02.08	4671.02.09	4671.02.15	
TELEVISION PRODUCTION, Civilian reference by Alan Wurtzel, et al, McGraw Hill Series in Mass Communications, Feb 1995	4671.02.08	4671.02.09	4671.02.20	
TELEVISION PRODUCTION HANDBOOK, Civilian reference by Herbert Zettl, 6th edition, Aug 1996	4671.02.08	4671.02.09		
THE GUERRILLA MARKETING HANDBOOK, Civilian reference by Jay Conrad Levinson, Jan 1995	4602.02.19	4611.05.05	4691.02.10	
THE TECHNIQUE OF TELEVISION PRODUCTION, Civilian reference by Gerald Millerson, 12th edition, Focal Press, Oxford, 1989	4671.02.08	4671.02.09	4671.02.10	4671.02.19
TM 4700-15/1H, Ground Equipment Record Procedures	4602.01.06	4602.01.07	4611.01.03	4611.01.07
	4611.01.08	4611.05.04	4612.02.02	4612.02.03
	4612.02.05	4612.02.06	4612.02.08	4612.02.09
	4612.02.10	4612.02.11	4612.03.05	4612.03.09
	4616.01.01	4616.01.02	4616.02.01	4616.02.02
	4616.02.03	4616.02.04	4616.02.05	4616.02.06
	4616.02.07	4616.03.01	4616.03.02	4641.02.01
	4691.02.14	4691.02.17		
TRADOC REGULATION 350-6, Initial Entry Training (IET) Policies and Administration	4641.03.04	4691.02.15		
UM 4790-5, Marine Corps User Manual, MIMMS (AIS) FMSS	4691.02.17			
VIHB, Visual Information Handbook	4602.01.01	4602.01.02	4602.01.03	4602.01.04
	4602.01.05	4602.01.06	4602.01.07	4602.02.01
	4602.02.02	4602.02.03	4602.02.04	4602.02.05
	4602.02.06	4602.02.07	4602.02.08	4602.02.09
	4602.02.10	4602.02.11	4602.02.12	4602.02.13
	4602.02.14	4602.02.15	4602.02.16	4602.02.17
	4602.02.18	4602.02.19	4602.02.20	4602.02.21
	4602.02.22	4602.02.23	4602.02.24	4602.02.25
	4602.02.26	4602.02.27	4611.01.04	4611.01.07
	4611.01.08	4611.02.04	4611.02.09	4611.02.11
	4611.05.01	4611.05.05	4611.05.06	4612.02.09
	4612.02.10	4641.01.02	4641.01.03	4641.01.04
	4641.01.11	4641.01.12	4641.01.13	4641.01.16
	4641.01.17	4641.03.01	4641.03.03	4641.03.04
	4641.03.06	4641.03.07	4671.01.01	4671.01.02
	4671.01.03	4671.01.04	4671.01.05	4671.01.06
	4671.01.07	4671.01.08	4671.02.01	4671.02.02
	4671.02.03	4671.02.04	4671.02.05	4671.02.06

REFERENCES	TASK NUMBERS			
	4671.02.07	4671.02.08	4671.02.10	4671.02.12
	4671.02.13	4671.02.18	4671.02.19	4671.02.21
	4671.02.22	4671.02.23	4671.03.01	4671.03.02
	4671.03.03	4691.01.01	4691.02.01	4691.02.02
	4691.02.03	4691.02.05	4691.02.06	4691.02.07
	4691.02.08	4691.02.09	4691.02.10	4691.02.11
	4691.02.12	4691.02.13	4691.02.14	4691.02.15
	4691.02.16	4691.02.17	4691.02.18	4691.02.19

TRAINING MATERIEL

1. General. Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard.

2. Format. The columns are as follows:

a. MATERIEL. This column summarizes all training materiel used in support of at least one ITS task in this OccFld.

b. TASK NUMBERS. A listing of all ITS tasks supported by the corresponding training support item in the Materiel column. An asterisk (*) precedes any task for which the training support item is mandatory for execution of the task.

MATERIEL	TASK NUMBERS				
Access to Internet service provider and/or Information Systems Management Officer (ISMO)	4602.02.19	*4611.03.07	*4641.03.07	*4671.01.07	*4671.02.08
	*4671.02.19	*4671.02.20	4691.02.07	4691.02.10	
Access to Marine Integrated Maintenance Management System (MIMMS)	*4602.01.05				
Access to command intelligence data/personnel	*4611.02.02				
Access to network or satellite	*4611.03.05	*4612.01.12	*4641.01.13	*4671.02.23	
Access to purchasing agencies	*4602.02.09	*4602.02.23	*4691.02.18		
Adhesive, glue, spray mount	*4611.01.02	*4611.01.09	*4611.02.04	*4611.02.06	*4611.02.12
	*4641.01.19				
Administrative materials	*4602.01.01	*4602.01.02	*4602.01.03	*4602.01.04	*4602.01.05
	*4602.01.06	*4602.01.07	*4602.02.01	*4602.02.02	*4602.02.03
	*4602.02.04	*4602.02.05	*4602.02.06	*4602.02.07	*4602.02.08
	*4602.02.09	*4602.02.10	*4602.02.11	*4602.02.12	*4602.02.13
	*4602.02.14	*4602.02.15	*4602.02.16	*4602.02.17	*4602.02.18
	*4602.02.19	*4602.02.20	*4602.02.21	*4602.02.22	*4602.02.23
	*4602.02.24	*4602.02.25	*4602.02.26	*4602.02.27	*4611.01.01
	*4611.01.02	*4611.01.03	*4611.01.04	*4611.01.05	*4611.01.07
	*4611.01.08	*4611.01.09	*4611.01.10	*4611.02.09	*4611.02.10
	*4611.02.12	*4611.05.01	*4611.05.03	*4611.05.04	*4611.05.05
	*4611.05.06	*4612.01.01	*4612.01.02	*4612.01.03	*4612.01.05
	*4612.01.06	*4612.01.07	*4612.01.08	*4612.01.09	*4612.01.10
	*4612.01.11	*4612.01.12	*4612.02.02	*4612.02.03	*4612.02.05

MATERIEL	TASK NUMBERS
	*4612.02.06 *4612.02.08 *4612.02.09 *4612.02.10 *4612.02.11 *4612.03.03 *4612.03.04 *4612.03.05 *4612.03.06 *4612.03.07 *4612.03.08 *4612.03.09 *4616.01.01 *4616.01.02 *4616.02.01 *4616.02.02 *4616.02.03 *4616.02.04 *4616.02.05 *4616.02.06 *4616.02.07 *4616.03.01 *4616.03.02 *4641.01.01 *4641.01.02 *4641.01.03 *4641.01.04 *4641.01.05 *4641.01.06 *4641.01.07 *4641.01.08 *4641.01.11 *4641.01.12 *4641.01.13 *4641.01.14 *4641.01.15 *4641.01.16 *4641.01.17 *4641.01.18 *4641.01.19 *4641.02.01 *4641.02.02 *4641.03.01 *4641.03.02 *4641.03.03 *4641.03.04 *4641.03.05 *4641.03.06 *4641.03.07 *4671.01.01 *4671.01.02 *4671.01.03 *4671.01.04 *4671.01.05 *4671.01.06 *4671.01.07 *4671.01.08 *4671.02.01 *4671.02.02 *4671.02.03 *4671.02.04 *4671.02.05 *4671.02.06 *4671.02.08 *4671.02.09 *4671.02.10 *4671.02.11 *4671.02.12 *4671.02.13 *4671.02.14 *4671.02.15 *4671.02.16 *4671.02.17 *4671.02.18 *4671.02.19 *4671.02.20 *4671.02.21 *4671.02.22 *4671.02.23 *4671.03.01 *4671.03.02 *4671.03.03 *4691.01.01 *4691.01.02 *4691.02.01 *4691.02.02 *4691.02.03 *4691.02.04 *4691.02.05 *4691.02.06 *4691.02.07 *4691.02.08 *4691.02.09 *4691.02.10 *4691.02.11 *4691.02.12 *4691.02.13 *4691.02.14 *4691.02.15 *4691.02.16 *4691.02.17 *4691.02.18 *4691.02.19
After Action Reports	*4602.01.02
Alcohol, cleaning	4611.02.06 *4671.03.02
Archival information	*4602.02.08
Artistic media	*4611.02.02 *4611.02.07 *4611.02.08 *4611.02.11 *4611.02.12 *4611.03.01 *4611.03.04 *4611.03.06 *4611.03.07 *4611.04.01 *4611.04.03 *4611.04.05 *4611.05.02 *4671.02.17
Artistic subject(s)	*4611.02.01 *4671.02.07
Artwork (illustrations, animation, 3-D, interactive multimedia, web design, etc.)	*4611.01.05 *4611.01.06 *4611.03.01
Audiovisual job order database	*4611.01.04 *4641.03.01 *4671.01.04 *4671.02.10 *4671.02.11 *4671.02.15 *4671.02.16 *4671.02.19 *4671.02.20
Audiovisual job order request form(s)	*4602.02.25 *4611.01.01 *4611.01.04 *4611.01.09 *4611.02.12 *4611.05.01 *4611.05.06 *4612.01.01 *4612.01.02 *4612.01.03 *4612.01.04 *4612.01.05 *4612.01.06 *4612.01.07 *4612.01.08 *4612.01.09 *4612.01.10 *4612.01.11 *4612.01.12 *4612.03.03 *4612.03.07 *4612.03.08 *4641.01.05 *4641.03.01 *4641.03.02 *4641.03.05 *4671.01.01 *4671.01.02 *4671.01.04 *4671.01.05 *4671.01.06 *4671.02.10 *4671.02.11 *4671.02.15 *4671.02.16 *4671.02.19 *4671.02.20 *4691.01.02 *4691.02.08
Authorized Strength Requirement (ASR)	*4602.02.03 *4691.02.03

MATERIEL	TASK NUMBERS				
Binder	*4612.02.06				
Bindery equipment	*4616.02.01				
Board, poster, various colors	*4611.01.09 *4611.03.03	*4611.02.04 4641.01.19	4611.02.05 *4671.02.16	*4611.02.06 *4671.02.17	*4611.02.12
Briefing information/data	*4611.02.10				
Broadcast schedule	*4691.02.11				
Brushes, various sizes and types	*4611.01.02 *4611.02.06	*4611.01.06 *4611.03.03	*4611.02.01 *4671.03.02	*4611.02.04	4611.02.05
Budget	*4602.02.21	*4602.02.24	*4691.02.05	*4691.02.17	
Budget data (e.g., cmd guidance, historical records, life cycle plans, TAD costs, price lists, etc.)	*4602.02.05 *4691.02.06	*4602.02.06	*4611.01.10	*4691.02.04	*4691.02.05
Camera, copy	*4616.02.02				
Camera, photographic	*4611.01.05 *4641.01.07 *4641.01.14	*4611.02.01 *4641.01.08 *4671.01.03	*4611.02.03 *4641.01.09 *4671.02.05	*4641.01.01 *4641.01.11 *4671.02.21	*4641.01.06 *4641.01.12
Camera, video	*4671.01.02				
Canned air	*4641.02.01	*4671.03.02			
Caption information	*4611.02.09	*4641.01.03	*4671.02.05		
Caption sheets	*4671.02.05	*4671.02.13	*4671.02.18	*4671.02.22	
Catalog of capabilities	*4602.02.19	*4611.05.05	*4612.03.04	*4691.02.07	*4691.02.10
Civilian educational course descriptions	*4602.02.21				
Classified Materials custodian	*4602.02.14	*4671.01.08			
Collateral Equipment Facilities Management Plan	*4691.02.17				
Collateral equipment and facilities	*4602.02.24	*4691.02.17			
Collator	*4612.01.04	*4612.01.05			
Commander's Intent	*4602.01.01 *4691.01.01	*4602.01.02 *4691.02.01	*4602.01.03 *4691.02.02	*4602.02.01	*4602.02.02

MATERIEL	TASK NUMBERS				
Commercial cable system/Limited Television Distribution System (LTDS)	*4671.01.03	*4691.02.11			
Computer workstation with accompanying peripherals	*4611.01.02	*4611.01.04	*4611.01.05	*4611.01.06	4611.01.09
	*4611.02.02	*4611.02.08	*4611.02.12	*4611.03.01	*4611.03.03
	*4611.04.01	*4611.04.03	*4612.01.01	*4612.01.02	*4612.01.03
	*4612.01.05	*4612.01.06	*4612.01.07	*4612.01.08	*4612.01.09
	*4612.01.10	*4612.01.11	*4612.01.12	*4612.03.03	*4612.03.04
	*4641.01.01	*4641.03.01	4641.03.06	4671.01.03	*4671.01.04
	*4671.01.07	*4671.02.08	*4671.02.13	*4671.03.03	
Cooperative agreements (ISSA, MOU, MOA)	*4602.02.16	*4691.02.09			
Copier (black and white/color)	*4612.01.05	4612.01.06	*4612.01.07	*4612.01.10	*4612.01.11
Copy prep	*4611.04.06				
Course information	*4611.03.06				
Current Consolidated Memorandum Report	*4612.02.08	*4612.03.09			
Current inventory list	*4612.02.08	*4612.02.11	*4612.03.09	*4616.03.01	*4616.03.02
Current supply inventory	*4612.02.11	*4616.03.01	*4616.03.02		
Customer provided materials	*4611.04.01				
Customer service representative (job planner)	*4611.05.06	*4612.03.08	*4641.03.05	*4671.01.06	
Customer's request	*4611.02.09				
Customer(s)	*4602.02.11	*4602.02.15	*4602.02.19	*4602.02.25	*4611.01.01
	*4611.01.04	*4611.01.09	*4611.05.01	*4611.05.05	*4611.05.06
	*4612.03.03	*4612.03.08	*4641.01.05	*4641.03.05	*4671.01.01
	*4671.01.02	*4671.01.04	*4671.01.06	*4671.02.09	*4671.02.10
	*4691.02.07	*4691.02.08	*4691.02.10	*4691.02.16	
Deployment related documents (e.g., Warning Orders, OPORD, Appendix 9 to Annex C, msg traffic, etc.)	*4602.02.01	*4691.02.01			
Developer	*4612.01.11				
Digital acquisition equipment	*4641.01.17				
Digital image/illustration	*4611.04.05				

MATERIEL	TASK NUMBERS				
Digital imaging workstation and peripherals	*4602.02.19	*4611.01.02	*4611.01.06	*4611.02.03	*4611.02.04
	*4611.02.07	*4611.02.09	*4611.02.10	*4611.02.11	*4611.03.02
	*4611.03.04	*4611.03.05	*4611.03.06	*4611.03.07	4611.04.01
	*4611.04.02	*4611.04.04	*4611.04.05	*4611.04.06	*4611.05.02
	*4612.03.07	*4641.01.02	*4641.01.03	*4641.01.04	*4641.01.06
	*4641.01.07	*4641.01.08	*4641.01.10	*4641.01.11	*4641.01.12
	*4641.01.13	*4641.01.15	*4641.01.16	*4641.01.17	*4641.01.18
	*4641.03.02	*4671.01.03	*4671.01.05	*4671.02.01	*4671.02.02
	*4671.02.03	*4671.02.04	*4671.02.05	*4671.02.06	*4671.02.07
	*4671.02.10	*4671.02.11	*4671.02.12	*4671.02.16	*4671.02.17
	*4671.02.18	*4671.02.19	*4671.02.20	*4671.02.21	*4671.02.22
	*4671.02.23	*4691.01.02	*4691.02.07	*4691.02.10	
Digital medium (CD)	*4602.02.19	*4641.01.11	*4641.01.18	4641.01.19	*4671.02.01
	*4671.02.02	*4671.02.03	*4671.02.04	*4671.02.05	*4671.02.06
	*4671.02.07	*4671.02.16	*4671.02.19	*4671.02.20	*4671.02.21
	*4671.02.23	*4691.02.07	*4691.02.10		
Digital photo camera	*4611.03.02	*4611.04.02			
Digital storage media (for digital camera)	*4641.01.01	*4641.01.08	*4641.01.09	*4641.01.11	*4641.01.12
	*4641.01.14	*4671.01.03	*4671.02.01	*4671.02.02	*4671.02.04
	*4671.02.06	*4671.02.09	*4671.02.10	*4671.02.11	*4671.02.12
	*4671.02.14	*4671.02.15	*4671.02.16	*4671.02.19	*4671.02.20
	*4671.02.21	*4671.02.23			
Digital video camera	*4611.03.02	*4671.01.03	*4671.02.01	*4671.02.02	*4671.02.03
	*4671.02.04	*4671.02.05	*4671.02.06	*4671.02.07	*4671.02.09
	*4671.02.10	*4671.02.11	*4671.02.12	*4671.02.14	*4671.02.15
	*4671.02.16	*4671.02.19	*4671.02.20		
Drawing pads, various sizes and types	*4611.01.02	*4611.01.06	*4611.02.01	*4611.02.02	*4611.02.03
	*4611.02.04	*4611.02.05	*4611.02.06	4611.02.11	*4611.03.01
	*4611.03.03	*4611.03.04	*4611.03.06	*4611.03.07	*4611.04.03
	*4611.04.05	*4671.02.17			
Duplicator, digital with computer interface	*4616.02.03				
Equipment Life Cycle Maintenance/Management Plan	*4602.02.05	*4602.02.06	*4602.02.24	*4691.02.17	
Equipment history folders	*4602.01.05	*4602.01.07	*4602.02.07	*4602.02.09	*4611.01.03
	*4611.01.07	*4611.05.04	*4612.02.02	*4612.02.03	*4612.02.05
	*4612.02.06	*4612.02.09	*4612.02.11	*4612.03.05	*4612.03.09
	*4616.01.01	*4616.02.01	*4616.02.02	*4616.02.03	*4616.02.04
	*4616.02.05	*4616.02.06	*4616.02.07	*4616.03.01	*4616.03.02
	*4641.02.01	*4641.02.02	*4671.02.14	*4671.03.01	*4671.03.02
	*4671.03.03	*4691.02.14	*4691.02.18		
Equipment/Tools	*4602.01.05	*4602.01.06	*4602.01.07	*4602.02.04	*4602.02.07
	*4602.02.09	*4602.02.23	*4602.02.24	*4611.01.07	*4611.01.08
	*4611.01.09	*4612.02.09	*4612.02.10	*4616.01.01	*4616.01.02
	*4641.01.18	*4641.02.02	*4671.02.09	*4671.02.11	*4691.02.14

MATERIEL	TASK NUMBERS
	*4691.02.17 *4691.02.18
Film	*4641.01.07 *4671.02.21
Film, photographic media	*4641.01.01 *4641.01.07 *4641.01.08 *4641.01.09 *4641.01.11 *4641.01.12 *4641.01.14 *4671.02.05
Finished product	*4602.02.10 *4611.05.03 *4611.05.06 *4612.03.07 *4612.03.08 *4641.01.19 *4641.03.02 *4641.03.05 *4671.01.05 *4671.01.06
Finishing equipment (e.g., stapler, binder, hole-punch, etc.)	*4611.04.06
Fixed or mobile printing plant (fully equipped)	*4612.01.02 *4612.01.03 *4612.01.04 *4612.01.05 *4612.01.06 *4612.01.07 *4612.01.08 *4612.01.09 *4612.01.10 *4612.01.11 *4612.02.11 *4616.03.01 *4616.03.02
Fixer	*4612.01.11
Flash units, photographic	*4641.01.01 *4641.01.07 *4641.01.08 *4641.01.09 *4641.01.11 *4641.01.12 *4641.01.14
Folder	*4612.01.04 *4612.01.05
Franchise Agreement/Coordinator	*4602.02.17 *4671.01.07
General purpose cleaners	*4611.01.03 *4612.02.02 *4612.02.03 *4612.02.05 *4612.02.06 *4612.03.05 *4612.03.09 *4616.02.01 *4616.02.02 *4616.02.03 *4616.02.04 *4616.02.05 *4616.02.06 *4616.02.07 *4641.02.01 *4671.03.01 *4671.03.02
Graphic equipment/tools	*4611.01.01 *4611.01.03 *4611.05.02 *4611.05.04 *4612.02.08 *4616.02.07
Halftone Screen	*4612.01.11
Hardware/Software	*4602.01.01 *4602.01.02 *4602.01.03 *4602.01.04 *4602.01.05 *4602.01.06 *4602.01.07 *4602.02.01 *4602.02.02 *4602.02.03 *4602.02.04 *4602.02.05 *4602.02.06 *4602.02.07 *4602.02.08 *4602.02.09 *4602.02.10 *4602.02.11 *4602.02.12 *4602.02.13 *4602.02.15 *4602.02.16 *4602.02.17 *4602.02.18 *4602.02.20 *4602.02.21 *4602.02.22 *4602.02.23 *4602.02.24 *4602.02.25 *4602.02.26 *4602.02.27 *4611.01.07 *4611.01.08 *4611.01.10 *4611.05.01 *4611.05.03 *4611.05.05 *4612.02.10 *4616.01.01 *4616.01.02 *4641.03.07 *4671.01.02 *4691.01.01 *4691.02.01 *4691.02.02 *4691.02.03 *4691.02.04 *4691.02.05 *4691.02.06 *4691.02.08 *4691.02.09 *4691.02.12 *4691.02.13 *4691.02.14 *4691.02.16 *4691.02.17 *4691.02.18 *4691.02.19
Hazardous Material (HAZMAT) data from the manufacturer	*4602.02.13

MATERIEL	TASK NUMBERS
Hazardous Material (HAZMAT) labels	*4612.03.06 *4641.03.03
Hazardous Material (HAZMAT) materials list	*4602.02.13
Hazardous Waste accumulation site and logbook	*4612.03.06 *4641.03.03
Hazardous Waste handling equipment	*4612.03.06
Hazardous Waste storage containers	*4612.03.06
Historical Document Plan	4691.02.13
Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)	*4611.01.02 *4611.01.06 *4611.01.09 *4611.02.01 *4611.02.02 *4611.02.03 *4611.02.04 *4611.02.05 *4611.02.06 *4611.02.07 4611.02.11 *4611.02.12 *4611.03.01 *4611.03.03 *4611.03.04 *4611.03.06 *4611.03.07 *4611.04.03 *4611.04.05 *4611.05.02 *4671.02.13
Imagery	*4602.02.04 *4602.02.08 *4602.02.12 *4611.02.09 *4611.03.02 *4611.03.05 *4611.04.04 *4641.01.02 *4641.01.03 *4641.01.04 *4641.01.11 *4641.01.16 *4641.03.07 *4671.02.05 *4671.02.06 *4671.02.19 *4691.02.12
Imagery file	*4602.02.04 *4602.02.08 *4641.03.07
Imagery transmittals	*4602.02.12 *4641.03.07 *4691.02.12
Information from photographer/videographer	*4641.01.04 *4671.02.22
Ink	*4612.01.03 *4612.01.05 *4612.01.06 *4612.01.07 *4612.01.08 *4612.01.09
Input from Provost Marshal, Criminal Investigative Division, and/or Naval Investigative Service	*4602.01.03 *4641.01.07 *4671.02.03 *4691.01.01
Input from Staff Judge Advocate (SJA) investigative officer(s)	*4641.01.08 *4671.02.04
International Maritime Satellite (INMARSAT)	4611.03.05 4612.01.12 *4641.01.11 4641.01.12 4641.01.13 *4671.02.02 4671.02.23
Interviewer and subject	*4671.02.15

MATERIEL	TASK NUMBERS
Labels, audiovisual	*4641.01.19 *4671.02.01 *4671.02.02 *4671.02.03 *4671.02.05 *4671.02.13 *4671.02.16 *4671.02.17 *4671.02.19 *4671.02.20 *4671.02.21 *4671.02.22
Lamination	4611.02.12 4641.01.19
Laterally moved Marines requiring training	*4602.02.18
Lens tissue	*4641.02.01 *4671.03.02
Lenses, photographic	*4641.01.01 *4641.01.07 *4641.01.08 *4641.01.09 *4641.01.11 *4641.01.12 *4641.01.14 *4671.02.21
Light source, pinpoint	*4671.02.03 *4671.02.14
Lithographic equipment/tools	*4612.02.02 *4612.02.03 *4612.02.08 *4612.03.05 *4612.03.07 *4612.03.09 *4616.02.05 *4616.02.06
Logbook	*4611.01.01 *4611.01.04 *4611.01.09 *4641.01.07 *4641.03.01 *4671.01.01 *4671.01.04 *4671.02.02 *4671.02.03 *4671.02.04 *4671.02.05 *4671.02.11 *4671.02.15 *4671.02.19 *4671.02.20 *4671.02.23
Maintenance log	*4612.03.05 *4641.02.01 *4641.02.02 *4671.01.07 *4671.03.01 *4671.03.02 *4671.03.03
Maintenance records	*4602.02.23
Manpower Management Plan	*4602.02.01 *4691.02.01 *4691.02.03 *4691.02.17
Manuals requiring illustration	*4611.02.07
Map	*4611.02.05 *4611.02.08
Map with predesignated grid coordinates	*4611.04.02
Marine Integrated Maintenance Management System (MIMMS) records	*4602.02.07 *4602.02.09 *4602.02.23 *4691.02.18
Marines requiring MOS cross-training	*4641.03.04 *4691.02.15
Material Safety Data Sheet (MSDS)	*4602.02.13 *4611.01.09 *4612.03.06 *4641.03.03
Material packing and equipment list for a fully functional fixed or mobile printing plant	*4612.02.08 *4612.03.09

MATERIEL	TASK NUMBERS
Meal-Ready-to-Eat (MRE)	4611.02.06
Media	*4602.02.08 *4641.03.06
Media broadcast materials	*4602.02.17
Meeting facility	*4602.02.26 *4602.02.27
Microphones	*4671.02.01 *4671.02.02 *4671.02.03 *4671.02.15 *4671.02.19 *4671.02.20
Mission	*4602.02.03 *4602.02.06 *4641.01.12 *4641.03.06 *4671.02.02
Mission summary	*4641.01.11 *4671.02.01
Model building materials	*4611.02.06
Multimedia source material	*4671.02.18
Multimedia viewing equipment	*4671.02.18
Night Vision Lenses, photographic	*4641.01.11 *4641.01.12 *4641.01.14 *4671.02.01 *4671.02.02 *4671.02.03 *4671.02.04 *4671.02.16 *4671.02.19 *4671.02.21
Non-digitized imagery	*4691.01.02
Oil, lightweight	*4611.01.03 *4612.02.02 *4612.02.03 *4612.02.05 *4612.02.06 *4616.02.01 *4616.02.02 *4616.02.03 *4616.02.04 *4616.02.05 *4616.02.06 *4616.02.07
Operation Order	*4602.01.01 *4691.02.02
Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets	*4602.01.01 *4602.01.04 *4602.02.03 *4602.02.04 *4602.02.05 *4602.02.06 *4602.02.07 *4602.02.10 *4602.02.11 *4602.02.12 *4602.02.13 *4602.02.14 *4602.02.15 *4602.02.16 *4602.02.18 *4602.02.19 *4602.02.20 *4602.02.21 *4602.02.25 *4611.05.01 *4611.05.03 *4611.05.05 *4611.05.06 *4612.03.08 *4641.03.05 *4641.03.07 *4671.01.02 *4671.01.06 *4671.01.08 *4691.02.03 *4691.02.05 *4691.02.06 *4691.02.07 *4691.02.08 *4691.02.09 *4691.02.10 *4691.02.12 *4691.02.13 *4691.02.16
Operational broadcast facility and accompanying assets	*4602.02.17 *4671.01.07 *4691.02.11
Original document (paper or digital)	*4611.01.06
Original overlay (electronic or hard copy)	*4612.01.01 *4612.01.02 *4612.01.03 *4612.01.05 *4612.01.06 *4612.01.07 *4612.01.08 *4612.01.09 *4612.01.10
Overlay material	*4611.02.08 4641.01.19
Overlay paper	*4612.01.06 *4612.01.07

MATERIEL	TASK NUMBERS				
Padding Press and Compound	*4612.01.04	*4612.01.05	*4612.01.08	*4612.01.09	
Paints (e.g., oils, acrylics, watercolor, etc.)	*4611.01.02	*4611.01.06	*4611.02.01	*4611.02.04	4611.02.05
	*4611.02.06	*4611.03.03			
Paper	*4611.04.03	*4612.01.03	*4612.01.05	*4612.01.08	*4612.01.09
Paper cutter	*4611.01.02	*4611.01.09	4611.02.12	*4612.01.04	*4612.01.05
	*4641.01.19				
Paper drill	*4612.01.04	*4612.01.05			
Personal Data Controller 400 (VDC 400)	*4641.01.11	*4641.01.12	*4641.01.13	*4671.01.03	*4671.02.01
	*4671.02.02	*4671.02.23			
Personal Protective Gear (PPG)	*4641.03.03	4671.02.01	4671.02.02		
Photo album	4641.01.19				
Photograhic maintenance brushes	*4641.02.01	*4671.03.02			
Photographic equipment/tools	*4641.01.05	*4641.02.01	*4641.03.02	*4641.03.06	*4671.01.03
	*4671.02.21				
Photographic image	*4612.01.10	*4641.01.10	*4641.01.15	*4641.01.16	*4641.01.17
	*4641.01.18				
Photographic printer	*4641.01.07	*4641.01.08	*4641.01.10	*4641.01.11	*4641.01.12
	*4641.01.18	*4671.01.03			
Photographic subject	*4641.01.09				
Platemaker (digital)	*4612.01.03	*4612.01.05	*4612.01.08	*4612.01.09	*4612.01.10
	*4612.01.11				
Plotter, large format, color	*4602.02.19	4611.02.08	*4611.02.12	*4611.04.02	*4691.02.07
	*4691.02.10				
Points Of Contact (POC) and/or electronic addresses list	*4602.02.08	*4602.02.26			
Press (digital and/or offset)	*4612.01.03	*4612.01.05	*4612.01.08	*4612.01.09	*4612.01.10
	*4612.01.11	*4612.02.05			
Press, Offset	*4616.02.04				
Price list	*4602.02.05				
Printer, color	*4602.02.19	*4611.01.02	*4611.02.09	4611.02.10	4611.02.11
	*4611.04.01	*4611.04.02	*4611.04.03	*4611.04.04	*4611.04.06
	*4611.05.02	*4691.02.10			

MATERIEL	TASK NUMBERS
Printer, computer	*4691.02.07
Printer, digital	*4612.01.01 *4612.01.02 *4612.01.03 *4612.01.05 *4612.01.06 *4612.01.07 *4612.01.08 *4612.01.11 *4612.01.12
Printer, wide format or standard size	4612.01.06 *4612.01.07 *4612.01.11
Production crew	*4671.02.09 *4671.02.10 *4671.02.16 *4671.02.19
Publications library	*4612.02.10 *4616.01.02
Purchasing documents and regulations	*4602.02.09 *4602.02.23 *4691.02.18
Rags, clean	*4611.01.03 *4612.01.03 *4612.01.05 *4612.01.06 *4612.01.08 *4612.01.09 *4612.02.02 *4612.02.03 *4612.02.05 *4612.02.06 *4616.02.01 *4616.02.02 *4616.02.03 *4616.02.04 *4616.02.05 *4616.02.06 *4616.02.07
Record management file	*4602.02.06
Reproduced documents	*4612.01.04 *4612.01.05
SL-3 for general purpose toolbox	*4611.05.04 *4612.02.08 *4612.03.09
Safety clothing and equipment	*4612.02.02 *4612.02.03
Safety/Hazardous Material (HAZMAT) Management Plan	*4602.02.13 *4641.03.03
Satellite Communications (SATCOM) equipment	4611.03.05 4612.01.12 *4641.01.11 4641.01.12 4641.01.13 *4671.02.02 4671.02.23
Scanner	*4611.01.02 *4611.01.05 *4611.01.06 *4611.02.03 *4611.02.04 *4611.02.07 4611.02.08 *4611.02.09 *4611.02.10 4611.02.11 4611.02.12 *4611.03.01 *4611.03.02 *4611.03.04 4611.03.05 *4611.03.06 *4611.03.07 *4611.04.02 *4611.04.04 *4611.04.05 4611.04.06 *4611.05.02 *4641.01.02 *4641.01.06 *4641.01.07 *4641.01.08 *4641.01.11 *4641.01.12 *4691.01.02
Schedule of events	*4602.02.08
Script	*4671.02.18
Secure storage container	4602.02.14 4671.01.08
Sensitive/Classified Material	*4602.02.14 *4671.01.08
Service contracts	*4602.02.05 *4602.02.09 *4602.02.23 4602.02.24 4611.01.03 4611.05.04 *4671.01.07 4671.03.03 4691.02.17 *4691.02.18

MATERIEL	TASK NUMBERS				
Shot sheets	*4671.02.18				
Software	*4611.02.04	*4611.03.03	*4671.02.05	*4671.02.06	*4671.02.08
	*4671.02.17	*4671.02.18	*4671.02.21	*4671.02.22	
Software, Raster Editing	*4611.01.02	*4611.01.05	*4611.01.06	*4611.02.02	*4611.02.03
	*4611.02.07	*4611.02.08	*4611.02.09	*4611.02.10	*4611.02.11
	*4611.02.12	*4611.03.01	*4611.03.02	*4611.03.04	*4611.03.05
	*4611.03.06	*4611.03.07	*4611.04.02	*4611.04.03	*4611.04.04
	*4611.04.05	*4611.04.06	*4611.05.02	*4641.01.02	
Software, audio/video	*4602.02.19	*4611.02.10	*4611.03.04	*4611.03.06	*4611.03.07
	*4611.05.02	*4671.01.03	*4671.01.07	*4671.02.01	*4671.02.04
	*4671.02.07	*4671.02.09	*4671.02.10	*4671.02.11	*4671.02.15
	*4671.02.16	4671.02.18	*4671.02.19	*4671.02.20	*4671.02.23
	*4691.02.07	*4691.02.10			
Software, desktop publishing	*4602.02.19	*4611.01.02	*4611.01.06	*4611.02.09	4611.02.10
	*4611.02.11	*4611.03.01	4611.03.04	*4611.04.01	*4611.04.03
	*4611.04.06	*4611.05.02	*4612.01.01	*4612.01.02	*4612.01.03
	*4612.01.05	*4612.01.06	*4612.01.07	*4612.01.08	*4612.01.09
	*4612.01.10	*4612.01.11	*4612.01.12	*4612.03.03	*4612.03.04
	*4641.01.02	*4641.01.03	*4641.01.04	*4641.01.06	*4641.01.10
	*4641.01.11	*4641.01.12	*4641.01.13	*4641.01.15	*4641.01.16
	*4641.01.17	*4641.01.18	*4671.01.03	*4671.01.07	*4671.02.02
	*4671.02.06	*4671.02.11	*4671.02.13	*4671.02.16	*4691.02.07
	*4691.02.10				
Software, interactive multimedia	*4602.02.19	*4611.02.10	*4611.03.04	*4611.03.06	*4611.05.02
	*4671.01.03	*4671.02.07	*4691.01.02	*4691.02.07	*4691.02.10
Software, presentation	*4602.02.19	*4611.01.02	*4611.02.03	*4611.02.10	*4611.03.04
	*4611.04.03	*4611.05.02	*4671.01.03	*4691.02.07	*4691.02.10
Software, three-dimensional	4611.02.10	*4611.02.12	*4611.03.04	*4611.03.06	*4611.05.02
Software, vector illustration	*4611.01.02	*4611.01.05	*4611.01.06	*4611.02.03	*4611.02.07
	*4611.02.08	*4611.02.09	*4611.02.10	*4611.02.11	*4611.02.12
	*4611.03.01	*4611.03.04	*4611.03.06	*4611.03.07	*4611.04.01
	*4611.04.02	*4611.04.03	*4611.04.04	*4611.04.05	*4611.04.06
	*4611.05.02				
Software, web design	*4611.03.07	*4611.05.02			
Specified factory tools	*4611.01.03	*4612.02.02	*4612.02.03	*4612.02.05	*4612.02.06
	*4616.02.01	*4616.02.02	*4616.02.03	*4616.02.04	*4616.02.05
	*4616.02.06	*4616.02.07	*4671.03.02		
Staff input	*4602.01.02	*4602.02.05	*4602.02.06	*4602.02.10	*4602.02.11
	*4691.02.06				
Staffing goals	*4602.02.03	*4691.02.03			
Stitcher, Power Paper	*4612.01.04	*4612.01.05			

MATERIEL	TASK NUMBERS				
Storyboard	*4671.02.18				
Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)	*4611.01.02 *4611.02.04	*4611.01.06 *4611.02.06	*4611.01.09 4611.02.08	*4611.02.01 *4611.02.11	*4611.02.03 *4611.02.12
String, various types and color	*4611.02.06				
Studio with background and appropriate lighting equipment	*4641.01.09				
Subject Matter Experts (SMEs)	*4602.02.26				
Support request	*4602.02.16	*4691.02.09			
Table of Equipment (T/E)	*4602.02.01	*4602.02.02	*4691.02.01	*4691.02.02	
Table of Organization (T/O)	*4602.02.01 *4691.02.03	*4602.02.02	*4602.02.03	*4691.02.01	*4691.02.02
Table, drafting	*4611.01.09	*4611.02.04	*4611.02.11		
Table, work	*4641.01.19				
Talent	4671.02.09	4671.02.10	*4671.02.16	*4671.02.19	
Technical publications	*4602.01.06 *4616.01.02	*4602.02.07	*4602.02.23	*4611.01.08	*4612.02.10
Television monitor	*4671.01.03 *4671.02.10	*4671.01.05 *4671.02.11	*4671.01.07 *4671.02.14	*4671.02.01 *4671.02.16	*4671.02.02 *4671.02.20
Terrain model layout	*4611.02.06				
Trainees	*4602.02.20				
Training jacket(s)	*4602.02.18	*4602.02.20	*4641.03.04	*4691.02.15	
Training materials	*4641.03.04	*4691.02.15			
Training plan	*4641.03.04	*4691.02.15			
Video equipment/tools	*4671.01.01 *4671.02.21	*4671.01.05 *4671.03.01	*4671.02.07 *4671.03.02	*4671.02.10 *4671.03.03	*4671.02.14
Videotape	*4671.02.13	*4671.02.22			
Videotape case	*4671.02.13	*4671.02.22			
Visual Information (VI) issue	*4602.02.22	*4691.02.19			

MATERIEL	TASK NUMBERS
Visual Information Production Report (DD Form 1995)	*4671.02.10 *4671.02.19
Visual media, photos/video	*4611.02.02
Water	*4612.01.11
Waterproofing (zip lock bags)	*4611.02.01 4611.02.03 4671.02.02
Wire	*4612.01.04 *4612.01.05

AMMUNITION, EXPLOSIVES, AND PYROTECHNICS

DOES NOT APPLY TO THIS ORDER.

DISTANCE LEARNING PRODUCTS

DOES NOT APPLY TO THIS ORDER.

PERFORMANCE SUPPORT TOOLS

DOES NOT APPLY TO THIS ORDER.

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "CORE." Those advanced skills that are mission, grade, or billet specific are designated as "CORE PLUS."

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location
affecting a Marine's performance of the task under real-world circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. INITIAL TRAINING SETTING. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

f. REFERENCE(S). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

g. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*).

h. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

i. DISTANCE LEARNING PRODUCT(S) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

j. PERFORMANCE SUPPORT TOOL(S) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

k. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety

precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

MOS 4602, VISUAL INFORMATION OFFICER

DUTY AREA 01 - VISUAL IMAGERY PRODUCTION

TASK: 4602.01.01 (CORE PLUS) WRITE A VISUAL INFORMATION (VI) APPENDIX 9 TO ANNEX C OF AN OPERATION ORDER

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), an Operation Order, Commander's Intent, appropriate hardware/software, references, and administrative materials.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review the Operation Order.

2. Liaison with the command's representative (Adjutant or G-3).

3. Evaluate and determine support required.

4. Write the draft Appendix 9 to Annex C.

5. Coordinate with command liaison for scrub of draft Appendix 9.

6. Publish Appendix 9.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

2. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

3. MCWP 5-1, Marine Corps Planning Process

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Commander's Intent

3. * Hardware/Software

4. * Operation Order

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

ADMINISTRATIVE INSTRUCTIONS: Each command has different mission requirements and Areas of Operation (AO). Group meetings should be arranged with all of the command staffs to determine comprehensive requirements.

TASK: 4602.01.02 (CORE PLUS) WRITE MARINE CORPS AND JOINT LESSONS LEARNED (MC/JLL)

CONDITION(S): Given a completed mission, After Action Reports, Commander's Intent, staff input, appropriate hardware/software, references, and administrative materials.

STANDARD(S): Per the references, ensuring the document's conclusions reflect an accurate analysis of the After Action Reports.

PERFORMANCE STEPS:

1. Coordinate meetings with all command staff members.

2. Discuss After Action Reports.

3. Determine Joint Lessons Learned (JLL).

4. Write a draft Marine Corps and Joint Lessons Learned (MC/JLL).

5. Staff draft Marine Corps and Joint Lessons Learned (MC/JLL) for input/concurrence/non-concurrence.

6. Publish Marine Corps and Joint Lessons Learned (MC/JLL).

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

2. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

3. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * After Action Reports

3. * Commander's Intent

4. * Hardware/Software

5. * Staff input

ADMINISTRATIVE INSTRUCTIONS: Research current edition of Marine Corps and Joint Lessons Learned (MC/JLL). Coordination among all staff officers is required.

TASK: 4602.01.03 (CORE PLUS) DEVELOP A 24-HOUR EVIDENTIARY IMAGING PLAN

CONDITION(S): Given the appropriate hardware/software; references; administrative materials; Commander's Intent; and pertinent data from the Provost Marshal Office (PMO), Criminal Investigative Division (CID), and/or Naval Criminal Investigative Service (NCIS).

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Consult with customer to establish:

    a. Purpose of documentation (who, what, when, where, why, how).

    b. Chain of Custody procedures.

    c. Transportation needs, as required.

    d. Special Orders (e.g., classification, security, etc.).

    e. Due dates.

2. Allocate resources:

    a. Manpower.

    b. Equipment.

    c. Supplies and Materials.

    d. Communication.

3. Supervise process and follow-up with customers, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Various base/station orders

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

4. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. MCO P1070.12_, Marine Corps Individual Records Administration Manual (Short Title: IRAM)

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Commander's Intent

3. * Hardware/Software

4. * Input from Provost Marshal, Criminal Investigative Division, and/or Naval Investigative Service

ADMINISTRATIVE INSTRUCTIONS: Continual coordination with commands and local authorities is required due to geographic dispersion of Combat Visual Information Centers (CVICs).

TASK: 4602.01.04 (CORE PLUS) WRITE A CATALOG OF VISUAL INFORMATION (VI) CAPABILITIES

CONDITION(S): Given an operational Combat Visual Information Center (CVIC) and all Visual Information (VI) assets inherent to its mission, appropriate hardware/software, references, and administrative materials.

STANDARD(S): Per the references, ensuring catalog currency and relevance to the customer base.

PERFORMANCE STEPS:

1. Review the command mission.

2. Evaluate the customer base.

3. Create a Visual Information (VI) product that catalogs capabilities (e.g., database, interactive CD-ROM, web page, etc.).

4. Ensure catalog highlights elements relevant to the customer base.

5. Update catalog, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. DOD DIRECTIVE 5230.9, Clearance of DoD Information for Public Release

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hardware/Software

3. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

ADMINISTRATIVE INSTRUCTIONS: Market the Combat Visual Information Center (CVIC) to customers based on the evaluation of the customer base and the determination of customer expressed/observed needs.

TASK: 4602.01.05 (CORE PLUS) MAINTAIN MARINE INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS) RECORDS

CONDITION(S): Given access to Marine Integrated Maintenance Management System (MIMMS), administrative materials, equipment/tools, equipment history folders, references, and appropriate hardware/software.

STANDARD(S): Per the references and manufacturer's recommendations, ensuring accuracy and currency of the Marine Integrated Maintenance Management System (MIMMS) database.

PERFORMANCE STEPS:

1. Review the equipment history folders.

2. Access Marine Integrated Maintenance Management System (MIMMS) database and record all pertinent data from equipment history folders.

3. Establish Marine Integrated Maintenance Management System (MIMMS) library.

4. Update records adhering to an established quarterly maintenance cycle for all Visual Information (VI) equipment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P4400.151_, Intermediate-Level Supply Management Policy Manual

4. MCO P4790.2_, Marine Integrated Maintenance Management System (MIMMS) Field Procedures Manual

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Access to Marine Integrated Maintenance Management System (MIMMS)

2. * Administrative materials

3. * Equipment history folders

4. * Equipment/Tools

5. * Hardware/Software

TASK: 4602.01.06 (CORE PLUS) MAINTAIN TECHNICAL PUBLICATIONS

CONDITION(S): Given references, administrative materials, Visual Information (VI) equipment/tools, technical publications, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring availability and currency of all pertinent publications.

PERFORMANCE STEPS:

1. Collect all technical publications for existing/incoming Visual Information (VI) equipment.

2. Review the references for a list of required technical publications.

3. Establish and/or inventory the existing library to determine the availability and currency of all pertinent publications. (Library database required.)

4. Order/Update any technical publications that are outdated or missing from the library.

5. Dispose of outdated publications.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. SL 1-2, Index of Authorized Publications for Equipment Support

6. SL 1-3, Index of Authorized Publications in Stock

7. SOP, Standing Operating Procedures

8. TM 4700-15/1H, Ground Equipment Record Procedures

9. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment/Tools

3. * Hardware/Software

4. * Technical publications

ADMINISTRATIVE INSTRUCTIONS: Technical publications will be updated or deleted as equipment is replaced or assigned to the Defense Reutilization Management Office (DRMO).

TASK: 4602.01.07 (CORE PLUS) MAINTAIN EQUIPMENT HISTORY FOLDERS

CONDITION(S): Given administrative materials, Visual Information (VI) equipment/tools, equipment history folders, references, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring accuracy and currency of information.

PERFORMANCE STEPS:

1. Ensure each section Noncommissioned Officer In Charge (NCOIC) conducts a comprehensive equipment inventory.

2. Ensure each piece of equipment or system has a corresponding equipment history folder.

3. Create/Maintain a library with the applicable equipment history folders.

4. Review all equipment history folders to ensure the recorded information includes: Nomenclature, Make, Model, Serial Number, Year Manufactured/Put in Use, Recommended Life Cycle Replacement Date, and Purchase Cost.

5. Ensure the folders are updated on a regular basis and include: Software Updates, Repair History, Equipment Updates, and Changes to Equipment Status.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P1070.12_, Marine Corps Individual Records Administration Manual (Short Title: IRAM)

4. MCO P4400.151_, Intermediate-Level Supply Management Policy Manual

5. TM 4700-15/1H, Ground Equipment Record Procedures

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment history folders

3. * Equipment/Tools

4. * Hardware/Software

ADMINISTRATIVE INSTRUCTIONS: Life cycle dates are ideal. Use, environment, and condition of equipment during inspections will determine replacement. (Rule of thumb - Repair cost should not exceed 30% of purchase).

DUTY AREA 02 - VISUAL IMAGERY MANAGEMENT

TASK: 4602.02.01 (CORE PLUS) DEVELOP A VISUAL INFORMATION (VI) DEPLOYMENT PLAN

CONDITION(S): Given a deployment scenario, Commander's Intent, updated Table of Organization (T/O), Table of Equipment (T/E), Combat Visual Information Center (CVIC) Manpower Management Plan, administrative materials, appropriate hardware/software, references, and appropriate deployment related documents.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review all documents pertaining to the specific mission/deployment (e.g., Warning Orders, Operation Order, Appendix 9 to Annex C, message traffic, Commander's Intent, etc.).

2. Review the Combat Visual Information Center (CVIC) Manpower Management Plan.

3. Review material and equipment status.

4. Coordinate mission requirements with external agencies.

5. Formulate the draft deployment plan.

6. Staff the draft plan to appropriate command and external agencies.

7. Modify staffed draft deployment plan, if necessary.

8. Publish approved deployment plan.

9. Obligate materials and equipment.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

2. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

3. SOP, Standing Operating Procedures

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Commander's Intent

3. * Deployment related documents (e.g., Warning Orders, OPORD, Appendix 9 to Annex C, msg traffic, etc.)

4. * Hardware/Software

5. * Manpower Management Plan

6. * Table of Equipment (T/E)

7. * Table of Organization (T/O)

TASK: 4602.02.02 (CORE PLUS) DEVELOP A VISUAL INFORMATION (VI) CONTINGENCY DEPLOYMENT PLAN

CONDITION(S): Given a contingency scenario, Commander's Intent, updated Table of Organization (T/O), Table of Equipment (T/E), administrative materials, references, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring plan addresses manpower, equipment, supplies/materials, and external support requirements.

PERFORMANCE STEPS:

1. Review documents pertaining to the specific mission/deployment (e.g., Warning Orders, Operation Order, Appendix 9 to Annex C, message traffic, etc.).

2. Coordinate deployment requirements with external agencies.

3. Formulate the draft deployment plan.

4. Staff the draft contingency deployment plan with the appropriate command and external agencies.

5. Modify staffed draft deployment plan, if necessary.

6. Publish the approved contingency deployment plan.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

2. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

3. SOP, Standing Operating Procedures

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Commander's Intent

3. * Hardware/Software

4. * Table of Equipment (T/E)

5. * Table of Organization (T/O)

ADMINISTRATIVE INSTRUCTIONS: A contingency deployment differs from a normal deployment in that it is an unscheduled mission which is not a regular part of the Training Exercise and Employment Plan (TEEP). (Examples: Haiti and Desert Shield)

TASK: 4602.02.03 (CORE PLUS) DEVELOP A MANPOWER MANAGEMENT PLAN

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), command mission, Table of Organization (T/O), Authorized Strength Requirement (ASR), staffing goals, references, administrative materials, and appropriate hardware/software.

STANDARD(S): Per the references, resolving any manpower deficiencies.

PERFORMANCE STEPS:

1. Evaluate the Table of Organization (T/O), Authorized Strength Requirement (ASR), and staffing goals.

2. Assess the Combat Visual Information Center (CVIC) manpower strengths and deficiencies.

3. Coordinate with Personnel Officer to address manpower strengths and deficiencies.

4. Liaison with OCCFLD Sponsor or MOS monitor to address manpower strengths and deficiencies.

5. Cross train personnel, as required, to fulfill mission requirements in response to manpower strengths and deficiencies.

6. Update the Manpower Management Plan on a monthly basis, or as required, based on changes to the Table of Organization (T/O), Authorized Strength Requirement (ASR), staffing goals, promotions, Permanent Changes of Station (PCS), etc.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Authorized Strength Requirement (ASR)

3. * Hardware/Software

4. * Mission

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

6. * Staffing goals

7. * Table of Organization (T/O)

ADMINISTRATIVE INSTRUCTIONS: The Table of Organization (T/O), Authorized Strength Requirement (ASR), and staffing goals change on a continual basis. Consistent communication among local Manpower, MOS Monitors, and Visual Information Management (VIM) is required.

TASK: 4602.02.04 (CORE PLUS) DEVELOP AN IMAGERY MANAGEMENT PLAN

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), imagery, references, appropriate hardware/software, Visual Information (VI) equipment/tools, administrative materials, and imagery file.

STANDARD(S): Per the references, ensuring imagery is produced, selected, stored, and/or retrieved in a timely manner.

PERFORMANCE STEPS:

1. Inventory all imagery (e.g., photo, video, graphics, reproduction, etc.).

2. Establish an imagery database.

3. Determine life cycle of imagery.

4. Establish cataloging/storage procedures.

5. Reconcile imagery, as required, by its life cycle.

6. Forward imagery to Visual Imagery Management (VIM) Accessions and Joint Combat Camera Center (JCCC).

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

3. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

4. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment/Tools

3. * Hardware/Software

4. * Imagery

5. * Imagery file

6. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

ADMINISTRATIVE INSTRUCTIONS: On a regular basis, review all references for changes in policy and procedures.

TASK: 4602.02.05 (CORE PLUS) DEVELOP A VISUAL INFORMATION (VI) BUDGET PLAN

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), references, administrative materials, command budget guidance, historical budget records, Equipment Life Cycle Plan, service contracts, Visual Information (VI) section input, Temporary Additional Duty (TAD) requirements, Government Service Agency/Commercial-Off-The-Shelf price lists, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring all requirements/deficiencies are properly identified and financially addressed.

PERFORMANCE STEPS:

1. Review all budget related documents and source information.

2. Identify budget requirements/deficiencies relating to:

   a. Supplies and Materials.

   b. Visual Information (VI) equipment.

   d. Contracts.

   e. Temporarily Assigned Duties (TAD).

   f. Training.

   g. Collateral equipment.

3. Determine costing figures/considerations associated with all elements identified as requirements/deficiencies.

4. Prioritize budget requirement/deficiency list.

5. Publish the Budget Plan.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

5. MCBUL 7100 SERIES, Field Budget Guidance

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

7. MCO P7100.8_, Field Budget Guidance Manual

8. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

9. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

10. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Budget data (e.g., cmd guidance, historical records, life cycle plans, TAD costs, price lists, etc.)

3. * Equipment Life Cycle Maintenance/Management Plan

4. * Hardware/Software

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

6. * Price list

7. * Service contracts

8. * Staff input

ADMINISTRATIVE INSTRUCTIONS: Oversight of the budget plan is an ongoing process due to technological changes, mission needs, price changes, etc.

TASK: 4602.02.06 (CORE PLUS) DEVELOP A VISUAL INFORMATION (VI) PRODUCTION AND RECORDS MANAGEMENT PLAN

CONDITION(S): Given references, administrative materials, a mission, an operational Combat Visual Information Center (CVIC), Budget Plan, Equipment Life Cycle Plan, input from Section Chiefs, appropriate hardware/software, and record management file.

STANDARD(S): Per the references, ensuring accuracy and customer satisfaction.

PERFORMANCE STEPS:

1. Publish Standing Operating Procedures (SOP) that include:

   a. Mission statement.

   b. General Combat Visual Information Center (CVIC) information.

   c. Chapters on the duties of each Visual Information (VI) section.

   d. Classified Materials handling procedures.

   e. Special instructions pertaining to Fire/Safety, Hazardous Materials (HAZMAT), etc.

2. Publish Desktop Procedures that outline:

   a. Billet description.

   b. Accounts for daily operations.

   c. Special Instructions pertaining to customer service, production quality controls, etc.

3. Establish/Maintain a work request system that tracks the following on a monthly,

quarterly, semi-annual, and annual basis:

a. Weekly completed tasks.

b. Work units.

c. Materials/Supplies.

d. Requester.

e. Type of support.

f. Work hours.

4. Maintain records pertaining to:

a. Equipment maintenance history folders.

b. Corrective/Preventive Maintenance Plans.

c. Military maintenance training plans.

5. Analyze data semi-annually to determine funding and equipment statistics.

6. Ensure Production and Records Management Plan satisfies customer requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

4. DOD 5040.XX-3N, Visual Information Records Schedule

5. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

6. DOD DIRECTIVE 5040.2, Visual Information (VI)

7. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

8. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

9. MCO P7100.8_, Field Budget Guidance Manual

10. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

11. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

12. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Budget data (e.g., cmd guidance, historical records, life cycle plans, TAD costs, price lists, etc.)

3. * Equipment Life Cycle Maintenance/Management Plan

4. * Hardware/Software

5. * Mission

6. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

7. * Record management file

8. * Staff input

TASK: 4602.02.07 (CORE PLUS) DEVELOP A VISUAL INFORMATION (VI) EQUIPMENT LIFE CYCLE MANAGEMENT PLAN

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), Visual Information (VI) equipment/tools, equipment history folders, Marine Integrated Maintenance Management System (MIMMS) records, technical publications, references, administrative materials, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring currency of equipment life cycle database and adherence to the manufacturer and Visual Information Management (VIM) prescribed equipment life cycle.

PERFORMANCE STEPS:

1. Inventory all Visual Information (VI) equipment in the Combat Visual Information Center (CVIC).

2. Establish an equipment life cycle database using the equipment inventory information including:

   a. Nomenclature.

   b. Make.

   c. Model.

   d. Serial Number.

   e. Year Manufactured/Put in Use.

   f. Recommended Life Cycle Replacement Date (established by manufacturer and

Visual Information Management (VIM) Bulletin).

g. Purchase Cost.

3. Quarterly, print and review a computer generated list from the database.

4. Update the database by adding and deleting equipment as it is replaced or turned in.

5. Ensure the requirements identified by the Equipment Life Cycle Management Plan are incorporated into the Budget Plan.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. SL 1-2, Index of Authorized Publications for Equipment Support

3. SOP, Standing Operating Procedures

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment history folders

3. * Equipment/Tools

4. * Hardware/Software

5. * Marine Integrated Maintenance Management System (MIMMS) records

6. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

7. * Technical publications

ADMINISTRATIVE INSTRUCTIONS: Visual Information Management (VIM) publishes a standard equipment life cycle table for use in establishing an Equipment Life Cycle Management Plan. Environmental factors and heavy usage may negatively impact the normal equipment life cycle.

TASK: 4602.02.08 (CORE PLUS) DEVELOP A HISTORICAL DOCUMENTATION PLAN

CONDITION(S): Given appropriate media; schedule of events; historical imagery file; images; references; appropriate hardware/software; administrative materials; archival information; electronic addresses and points of contact at the Marine Corps Accessions,

Joint Combat Camera Center (JCCC), Defense Visual Information Center (DVIC), and Tobyhana Army base.

STANDARD(S): Per the references, ensuring dated, VIRINed, captioned, quality controlled historical media is archived and forwarded.

PERFORMANCE STEPS:

1. Determine historical value of event(s).

2. Establish a retrievable database/storage system.

3. Establish procedures for documentation which include: assignment of date, VIRIN, caption; imagery archival; quality control measures; and imagery forwarding.

4. Monitor historical events for accessions and assignments.

5. Ensure documentation of event(s).

6. Forward imagery to Marine Corps Accessions, Joint Combat Camera Center (JCCC), Defense Visual Information Center (DVIC), and Tobyhana Army base, as required.

7. Maintain a local archive to support the command and customer base.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD 5040.2-C-1, Volume I Catalog of Audiovisual Productions, Army Productions

2. DOD 5040.2-C-2, Volume II Catalog of Audiovisual Productions, Navy and Marine Corps Productions

3. DOD 5040.2-C-3, Volume III Catalog of Audiovisual Productions, Air Force and Miscellaneous DoD Productions

4. DOD 5040.2-C-4, Volume IV Catalog of Audiovisual Productions, DoD Productions Cleared for Public Release

5. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

6. DOD 5040.XX-3N, Visual Information Records Schedule

7. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

8. DOD 5040.XX-M, Decision Logic Table Instructions for Recording and Handling Visual Information Material

9. DOD 5200.1-PH, DoD Guide to Marking Classified Documents

10. DOD 5200.8-R, Physical Security Program

11. DOD DIRECTIVE 5040.2, Visual Information (VI)
12. DOD DIRECTIVE 5040.3, DoD Joint Visual Information Services

13. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

14. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

15. DOD DIRECTIVE 5122.10, American Forces Information Service

16. DOD DIRECTIVE 5230.9, Clearance of DoD Information for Public Release

17. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

18. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

19. FMFM 3-8, Tactical Visual Information Doctrine

20. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

21. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

22. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

23. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Archival information

3. * Hardware/Software

4. * Imagery

5. * Imagery file

6. * Media

7. * Points Of Contact (POC) and/or electronic addresses list

8. * Schedule of events

ADMINISTRATIVE INSTRUCTIONS:

1. Review all technical data within the references for the media formats.

2. There is no specific time frame for archiving imagery. Some imagery may be retained for years due to its historical significance, while other images have a short life cycle. For example, weapons imagery remains current for many years, while Change of Command ceremony images are common and have a short life cycle.

TASK: 4602.02.09 (CORE PLUS) COORDINATE VISUAL INFORMATION (VI) SERVICE CONTRACTS

CONDITION(S): Given Visual Information (VI) service contracts, equipment history folders, equipment/tools, Marine Integrated Maintenance Management System (MIMMS) records, appropriate purchasing documents and regulations, appropriate hardware/software, access to purchasing agencies, administrative materials, and references.

STANDARD(S): Per the references, ensuring no unauthorized contract obligations and compliance with all contract stipulations/deliverables.

PERFORMANCE STEPS:

1. Determine which services are covered by existing contracts.

2. Identify beginning and expiration dates of all existing contracts.

3. Review life cycle of all equipment under contract.

4. Liaison with purchasing agent (contract administrator), as required.

5. Coordinate contract requirements.

6. Monitor contractor performance for compliance with the approved contract.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. Various base/station orders

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

4. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

5. MCBUL 7100 SERIES, Field Budget Guidance

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

7. MCO P4400.151_, Intermediate-Level Supply Management Policy Manual

8. MCO P4400.82_, Regulated/Controlled Item Management Manual

9. MCO P5100.8_, Marine Corps Occupational Safety and Health (OSH) Program Manual

10. MCO P5600.31_, Marine Corps Publications and Printing Regulations

11. MCO P7100.8_, Field Budget Guidance Manual

12. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

13. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Access to purchasing agencies

2. * Administrative materials

3. * Equipment history folders

4. * Equipment/Tools

5. * Hardware/Software

6. * Marine Integrated Maintenance Management System (MIMMS) records

7. * Purchasing documents and regulations

8. * Service contracts

ADMINISTRATIVE INSTRUCTIONS: All Visual Information (VI) managers are required to attend the Contracting Officers Representative (COR) Course. The purchasing agent is located with the Purchasing and Contracting office.

TASK: 4602.02.10 (CORE PLUS) DEVELOP A QUALITY CONTROL (QC) PLAN

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), completed Visual Information (VI) products, references, appropriate hardware/software, input from section Noncommissioned Officers In Charge (NCOICs), and administrative materials.

STANDARD(S): Per the references, ensuring quality control measures reflect industry standards.

PERFORMANCE STEPS:

1. Task appropriate section Noncommissioned Officer In Charge (NCOIC) to write a quality control checklist.

2. Validate checklist.

3. Publish the checklist in each section (may be a component of the Standing Operating Procedures (SOP)).

4. Perform unannounced quality checks on Combat Visual Information Center (CVIC) products to ensure effectiveness of the Quality Control (QC) Plan.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. Federal, state, and command Hazardous Materials (HAZMAT) regulations

3. Kodak Z Manuals

4. Local Standing Operating Procedures (SOP)

5. Software user's guide(s)

6. Various base/station orders

7. DOD DIRECTIVE 5040.2, Visual Information (VI)

8. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

9. MCO P5600.31_, Marine Corps Publications and Printing Regulations

10. PHOTOGRAPHY, Civilian reference by Barbara London (Editor) and John Upton (Contributer), 6th edition, Harper Collins College Publishers, 1997

11. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

12. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

13. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Finished product

3. * Hardware/Software

4. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

5. * Staff input

TASK: 4602.02.11 (CORE PLUS) ESTABLISH VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), customers, Noncommissioned Officer In Charge (NCOIC) input, administrative materials, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring customer satisfaction.

PERFORMANCE STEPS:

1. Publish customer service Standing Operating Procedures (SOP) for all components of the Combat Visual Information Center (CVIC) (i.e., photography, graphics, video/production, multi-media, reproduction, training devices, and broadcast/command cable).

2. Establish a common procedure which satisfies any customer generated requirement.

3. Publish Special Instructions for subjects not covered in the Standing Operating Procedures (SOP) to include:

a. Senior Officers aboard.

b. Support required outside the Standing Operating Procedures (SOP).

c. Turnaround times outside established guidelines.

d. Questions concerning reimburseables (e.g., Marine Corps Community Services, profit organizations, etc.).

e. Releasing authority.

f. Contractor support.

g. Mailing products (e.g., Fed Ex, UPS, etc.).

h. Legal issues (e.g., copyright, morality, ethics, etc.).

i. Uncooperative customers.

4. Publish categories of priorities:

a. Immediate - While you wait.

b. Priority - Within 24 hrs.

c. Urgent - Within 48 hrs.

d. Routine - Usually less than 5 working days, based on workload. However, Visual Information (VI) Productions, tasks requiring several mediums for a finished product, and ongoing projects are exceptions to the rule.

5. Design a customer feedback system (e.g., forms, KIOSK, phone calls, e-mail, etc.) which requests customer recommendations and rates:

a. Customer service.

b. Product/Service.

c. Turnaround time.

d. Consultation process.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. MCO P5600.31_, Marine Corps Publications and Printing Regulations

7. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

8. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

9. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

10. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Customer(s)

3. * Hardware/Software

4. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

5. * Staff input

TASK: 4602.02.12 (CORE PLUS) MANAGE IMAGERY FROM ACQUISITION TO ARCHIVAL

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), imagery, Visual Information (VI) imagery transmittals, references, administrative materials, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring all acquired imagery adheres to industry quality standards and is properly archived.

PERFORMANCE STEPS:

1. Acquire/Receive imagery.

2. Select and quality control imagery based on technical specifications.

3. Determine transmission priority.

4. Submit imagery to Visual Information Management (VIM), Joint Combat Camera Center (JCCS), Defense Visual Information Center (DVIC), and any appropriate requesters.

5. Follow-up to confirm proper archiving by specific agencies.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DEPARTMENT OF DEFENSE POLICY MEMORANDUM, Web Site Administration (NOTAL) (Dec 7, 1998)

2. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

3. DOD 5040.XX-3N, Visual Information Records Schedule

4. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

5. DOD 5040.XX-M, Decision Logic Table Instructions for Recording and Handling Visual Information Material

6. DOD 5200.1-PH, DoD Guide to Marking Classified Documents

7. DOD DIRECTIVE 5040.2, Visual Information (VI)

8. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

9. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

10. DOD DIRECTIVE 5230.9, Clearance of DoD Information for Public Release

11. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

12. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

13. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

14. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

15. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

16. SECNAVINST 5720.47, Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites (July 1, 1999)

17. SECRETARY OF DEFENSE MEMORANDUM, Establishing and Maintaining a Publicly Accessible Department of Defense Web Information Service (July 18, 1997)

18. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hardware/Software

3. * Imagery

4. * Imagery transmittals

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

ADMINISTRATIVE INSTRUCTIONS: The standard Visual Information (VI) Transmittal Form is appropriate for all submissions.

TASK: 4602.02.13 (CORE PLUS) SUPERVISE A SAFETY AND HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PLAN

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), an existing Safety and Hazardous Materials (HAZMAT) Management Plan, references, Material Safety Data Sheets (MSDS), a list of appropriate HAZMAT materials, administrative materials, appropriate hardware/software, and manufacturer's HAZMAT data.

STANDARD(S): Per the references, ensuring adherence to all safety standards and achievement of a "mission capable" HAZMAT inspection rating.

PERFORMANCE STEPS:

1. Review the existing Safety/Hazardous Materials (HAZMAT) Plan.

2. Discuss the Safety/Hazardous Materials (HAZMAT) Plan with the Combat Visual Information Center (CVIC) Noncommissioned Officer In Charge (NCOIC), and assign a Safety/Hazardous Materials (HAZMAT) Noncommissioned Officer (NCO).

3. Hold informal bi-weekly inspections.

4. Correct any/all deficiencies immediately.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD 6050.5-G, Hazardous Material Information System User's Guide

4. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

5. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

6. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

7. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

8. DOD DIRECTIVE 5040.2, Visual Information (VI)

9. DOD INSTRUCTION 6050.5, DoD Hazard Communication Program

10. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

11. MCO P5600.31_, Marine Corps Publications and Printing Regulations

12. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hazardous Material (HAZMAT) data from the manufacturer

3. * Hazardous Material (HAZMAT) materials list

4. * Hardware/Software

5. * Material Safety Data Sheet (MSDS)

6. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

7. * Safety/Hazardous Material (HAZMAT) Management Plan

ADMINISTRATIVE INSTRUCTIONS: Each base/station is governed differently by the local and state agencies.

TASK: 4602.02.14 (CORE PLUS) SUPERVISE PROPER PRODUCTION AND CHAIN OF CUSTODY PROCEDURES FOR SENSITIVE AND CLASSIFIED VISUAL INFORMATION (VI) MATERIAL

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), secure storage container (if applicable), Sensitive/Classified Material, a Classified Materials
custodian, administrative materials, and references.

STANDARD(S): Per the references, ensuring adherence to industry production standards and compliance with security regulations.

PERFORMANCE STEPS:

1. Review all Classified Materials handling orders and local issues.

2. Consult with the Classified Materials customer to determine:

   a. Customer product requirements.

b. Appropriate production media.

c. Secure storage requirements, if applicable.

d. Timetable required for production.

e. Final disposition of completed product.

3. Assign a Combat Visual Information Center (CVIC) Classified Material custodian to the project.

4. Establish a chain of custody for the Sensitive/Classified Visual Information (VI) Material.

5. Implement Special Orders addressing special handling instructions and security issues.

6. Ensure the secure transfer of the final product to the Classified Materials customer.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

4. DOD 5200.1-PH, DoD Guide to Marking Classified Documents

5. DOD DIRECTIVE 5040.2, Visual Information (VI)

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

7. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

8. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

9. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Classified Materials custodian

2. * Administrative materials

3. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

4. Secure storage container

5. * Sensitive/Classified Material

TASK: 4602.02.15 (CORE PLUS) DEVELOP A SELF-HELP PROGRAM FOR SIMPLE CUSTOMER SUPPORT REQUIREMENTS

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), references, administrative materials, customers with simple support requirements, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring customer satisfaction and compliance with all safety regulations.

PERFORMANCE STEPS:

1. Validate customer self-help requirement(s).

2. Determine support and assets required.

3. Ensure appropriate supplies and materials are stocked.

4. Assign a Noncommissioned Officer (NCO) to the self-help program (normally to graphics).

5. Designate a customer work space.

6. Supervise the self-help program.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. MCO P5600.31_, Marine Corps Publications and Printing Regulations

6. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Customer(s)

3. * Hardware/Software

4. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4602.02.16 (CORE PLUS) COORDINATE CUSTOMER VISUAL INFORMATION (VI) REQUIREMENTS WITH EXTERNAL AGENCIES

CONDITION(S): Given an operational Combat Visual Information Center (CVIC); a support request from an external agency; references; existing cooperative agreements (Inter-Service Support Agreements (ISSA), Memorandums of Agreement (MOA), Memorandums of Understanding (MOU)); administrative materials; and appropriate hardware/software.

STANDARD(S): Per the references, ensuring compliance with existing cooperative agreements (Inter-Service Support Agreements (ISSA), Memorandums of Agreement (MOA), Memorandums of Understanding (MOU)).

PERFORMANCE STEPS:

1. Review all existing Inter-Service Support Agreements (ISSA), Memorandums of Agreement (MOA), and Memorandums of Understanding (MOU).

2. Receive/Initiate a request for support from external agency(s).

3. Evaluate and validate external request/requirement for supportability.

4. Liaison with appropriate support chain of command (e.g., command staff, Comptroller, G-3, etc.) and external agency(s).

5. Brief the command on concurrence/non-concurrence of the support requirement.

6. Coordinate support required for/from the external agency.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. MCO P7100.8_, Field Budget Guidance Manual

6. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

7. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

8. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Cooperative agreements (ISSA, MOU, MOA)

3. * Hardware/Software

4. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

5. * Support request

ADMINISTRATIVE INSTRUCTIONS: External agencies include cable companies, Marine Corps League, schools, etc.

TASK: 4602.02.17 (CORE PLUS) MANAGE A BROADCAST FACILITY

CONDITION(S): Given an operational broadcast facility, media broadcast material, references, administrative materials, franchise agreement/coordinator, and appropriate

hardware/software.

STANDARD(S): Per the references, ensuring broadcast station operability, compliance with Federal Communication Commission (FCC) regulations, and adherence to the broadcast schedule.

PERFORMANCE STEPS:

1. Determine the customer base/command mission.

2. Evaluate the broadcast facility in terms of mission supportability.

3. Resolve facility deficiencies which interfere with accomplishment of the mission.

4. Determine the transmission priorities.

5. Acquire media materials for broadcast which may include:

   a. Military channel.

   b. Community bulletin board.

   c. National Aeronautics and Space Administration (NASA) channel.

   d. Training tapes.

   e. Locally produced media (Public Affairs Office/Visual Information

(PAO/VI) products).

f. Navy/Marine Corps News.

g. Other approved media.

6. Publish a broadcast schedule.

7. Supervise and monitor the broadcast on a daily basis.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. Federal Communication Commission (FCC) regulations

2. Local Standing Operating Procedures (SOP)

3. Various base/station orders

4. DINFOS MATERIALS, Radio and Television Handbook

5. DOD 5040.2-C-1, Volume I Catalog of Audiovisual Productions, Army Productions

6. DOD 5040.2-C-2, Volume II Catalog of Audiovisual Productions, Navy and Marine Corps Productions

7. DOD 5040.2-C-3, Volume III Catalog of Audiovisual Productions, Air Force and Miscellaneous DoD Productions

8. DOD 5040.2-C-4, Volume IV Catalog of Audiovisual Productions, DoD Productions Cleared for Public Release

9. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

10. DOD DIRECTIVE 5040.2, Visual Information (VI)

11. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

12. DOD DIRECTIVE 5120.20, Armed Forces Radio and Television Service (AFRTS)

13. DOD DIRECTIVE 5122.10, American Forces Information Service

14. DOD DIRECTIVE 5230.9, Clearance of DoD Information for Public Release

15. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

16. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

17. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

18. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

19. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

20. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Franchise Agreement/Coordinator

3. * Hardware/Software

4. * Media broadcast materials

5. * Operational broadcast facility and accompanying assets

ADMINISTRATIVE INSTRUCTIONS: Franchise agreements vary from base to base. Liaison with the local cable companies and the command representative for cable.

TASK: 4602.02.18 (CORE PLUS) DEVELOP A MILITARY OCCUPATIONAL SPECIALTY (MOS) TRAINING PLAN FOR LATERAL MOVES INTO THE OCCUPATIONAL FIELD (OCCFLD)

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), laterally moved Marines requiring Managed On-The-Job Training (MOJT), individual training jacket(s), references, appropriate hardware/software, and administrative materials.

STANDARD(S): Per the references, ensuring training complies with MCO 1510.54_ (Individual Training Standards (ITS) OccFld 46) requirements.

PERFORMANCE STEPS:

1. Review the Military Occupational Specialty (MOS) manual and OccFld 46 Individual Training Standards (ITS) manual.

2. Extract appropriate rank specific tasks from the Military Occupational Specialty (MOS) and Individual Training Standards (ITS) manuals and publish an independent training document.

3. Produce a checklist of rank specific training tasks from the Individual Training Standards (ITS) order (MCO 1510.54_).

4. Assign a training Noncommissioned Officer (NCO) for each Military Occupation Specialty (MOS).

5. Assign each untrained lateral moved Marine to a specific Military Occupational Specialty (MOS) training Noncommissioned Officer (NCO).

6. Train the laterally moved Marine for a minimum of six months in the new Military Occupational Specialty (MOS).

7. Document all training in the Marine's training jacket.

8. Submit documentation of completed Managed On-The-Job Training (MOJT) to higher headquarters.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 1510.54_, Individual Training Standards for Occupational Field 46 (ITS OCCFLD 46)

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P1200.7_, Military Occupational Specialties Manual (Short Title: MOS Manual)

5. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

6. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hardware/Software

3. * Laterally moved Marines requiring training

4. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

5. * Training jacket(s)

TASK: 4602.02.19 (CORE PLUS) MARKET VISUAL INFORMATION (VI) PRODUCTS, PRODUCTIONS, AND SERVICES

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), catalog of capabilities, access to the customer base, digital imaging workstation and peripherals, appropriate medium, appropriate software, equipment, administrative materials, and references.

STANDARD(S): Per the references, ensuring semi-annual liaison with all elements of the customer base.

PERFORMANCE STEPS:

1. Identify the customer base (e.g., military commands, tenant activities, previous customers, etc.).

2. Identify the mission of each element of the customer base.

3. Design marketing tools based on the identified customer base missions.

4. Liaison with all elements of the customer base through:

   a. Face-to-face visits.

   b. Phone calls.

   c. E-mails with marketing attachments.

   d. Open House to demonstrate products/capabilities.

5. Demonstrate the Visual Information (VI) capabilities that will support/enhance the identified missions.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

4. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

5. SOP, Standing Operating Procedures

6. THE GUERRILLA MARKETING HANDBOOK, Civilian reference by Jay Conrad Levinson, Jan 1995

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. Access to Internet service provider and/or Information Systems Management Officer (ISMO)

2. * Administrative materials

3. * Catalog of capabilities

4. * Customer(s)

5. * Digital imaging workstation and peripherals

6. * Digital medium (CD)

7. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

8. * Plotter, large format, color

9. * Printer, color

10. * Software, audio/video

11. * Software, desktop publishing

12. * Software, interactive multimedia

13. * Software, presentation

ADMINISTRATIVE INSTRUCTIONS: Provide examples of Visual Information (VI) products/productions/services in hard copy and digital format, to include: CD-ROM, prints, tri-folds, posters, pamphlets, catalogs, videos, etc.

TASK: 4602.02.20 (CORE PLUS) ESTABLISH VISUAL INFORMATION (VI) CROSS-TRAINING WITHIN THE OCCUPATIONAL FIELD (OCCFLD)

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), trainees, training jacket(s), administrative materials, references, Visual Information (VI) equipment, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring compliance with training standards defined in MCO 1510.54_ and submission of accurate documentation for assignment of a secondary Military Occupational Specialty (MOS).

PERFORMANCE STEPS:

1. Incorporate a cross-training plan within the Visual Information (VI) Standing Operating Procedures (SOP) which includes:

a. A designated training Noncommissioned Officer (NCO) for each Military Occupational Specialty (MOS).

b. A specific training plan for each Military Occupational Specialty (MOS).

c. Assignment of trainees into the respective Military Occupational Specialty (MOS) training plan.

d. A minimum six month trainee cross-training assignment.

e. Documentation of all cross-training and level of completion.

2. Ensure the cross-training plan established in the Standing Operating Procedures (SOP) is fully executed.

3. Ensure each cross-trained Marine's training jacket is appropriately annotated.

4. Write a standard Naval letter to the Personnel Officer requesting assignment of a secondary Military Occupational Specialty (MOS) at the completion of the cross-training. The letter must:

a. Reference MCO 1510.54_ (Individual Training Standards (ITS) for OccFld 46) and MCO P1200.7_ (Military Occupational Specialties (MOS) Manual).

b. Reference the completed cross-training checklist as an enclosure.

5. Ensure appropriate entry (secondary MOS assignment) is made to the unit diary.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. DOD DIRECTIVE 5160.48, DoD Public Affairs and Visual Information (PA&VI) Education and Training (E&T)

5. MCO 1510.54_, Individual Training Standards for Occupational Field 46 (ITS OCCFLD 46)

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

7. MCO P1200.7_, Military Occupational Specialties Manual (Short Title: MOS Manual)

8. MCO P5600.31_, Marine Corps Publications and Printing Regulations

9. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

10. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

11. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hardware/Software

3. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

4. * Trainees

5. * Training jacket(s)

TASK: 4602.02.21 (CORE PLUS) COORDINATE LOCAL VISUAL INFORMATION (VI) COMMERCIAL EDUCATION OPPORTUNITIES FOR THE OCCUPATIONAL FIELD (OCCFLD)

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), dedicated education budget, civilian educational course descriptions/course catalogs, references, administrative supplies, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring curriculum complies with MCO 1510.54_ (Individual Training Standards (ITS) OccFld 46) requirements.

PERFORMANCE STEPS:

1. Review the Occupational Field Training Standards (MCO 1510.54_).

2. Liaison with local civilian educational personnel to obtain curriculum catalogs/course descriptions.

3. Evaluate local civilian courses and curriculum for compatability with MCO 1510.54_ (Individual Training Standards (ITS) for OccFld 46).

4. Publish a valid local course list which includes:

   a. Course title.

   b. Location.

   c. Price.

   d. Course description.

   e. Course length.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Various base/station orders

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. DOD DIRECTIVE 5160.48, DoD Public Affairs and Visual Information (PA&VI) Education and Training (E&T)

4. MCO 1510.54_, Individual Training Standards for Occupational Field 46 (ITS OCCFLD 46)

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. MCO P1200.7_, Military Occupational Specialties Manual (Short Title: MOS Manual)

7. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

8. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

9. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Budget

3. * Civilian educational course descriptions

4. * Hardware/Software

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4602.02.22 (CORE PLUS) RECOMMEND REGIONAL AND VISUAL INFORMATION MANAGEMENT (VIM)-LEVEL VISUAL INFORMATION (VI) ISSUES TO THE OCCFLD MANAGER

CONDITION(S): Given an issue, references, appropriate hardware/software, and administrative materials.

STANDARD(S): Per the references, ensuring the submission includes a recommendation for issue resolution.

PERFORMANCE STEPS:

1. Identify a valid Visual Information (VI) issue pertaining to:

   a. Mission enhancement/accomplishment.

   b. Improved performance.

   c. Technological advancements.

   d. Manpower issues.

   e. Miscellaneous issues.

2. Research the issue in terms of validity and importance.

3. Formulate possible resolution(s) to the identified issue.

4. Forward issue to Visual Information Management (VIM) with recommendations for resolution.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO 1510.54_, Individual Training Standards for Occupational Field 46 (ITS OCCFLD 46)

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P5600.31_, Marine Corps Publications and Printing Regulations

5. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

6. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hardware/Software

3. * Visual Information (VI) issue

TASK: 4602.02.23 (CORE PLUS) MONITOR VISUAL INFORMATION (VI) TRAINING DEVICE SERVICE CONTRACTS

CONDITION(S): Given training device service contracts, Visual Information (VI) equipment/tools, maintenance records, Marine Integrated Maintenance Management System (MIMMS) records, technical publications, appropriate purchasing documents and regulations, appropriate hardware/software, access to purchasing agencies, administrative materials, and references.

STANDARD(S): Per the references, ensuring no unauthorized contract obligations and compliance with all contract stipulations/deliverables.

PERFORMANCE STEPS:

1. Determine which services are covered by existing contracts.

2. Identify beginning and expiration dates of all existing contracts.

3. Review life cycle of equipment under contract.

4. Liaison with purchasing agent (contract administrator), as required.

5. Coordinate contract requirements.

6. Monitor contractor performance for compliance with the approved contract.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DFAR, Defense Federal Acquisition Regulations

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

4. MCBUL 7100 SERIES, Field Budget Guidance

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. MCO P4400.151_, Intermediate-Level Supply Management Policy Manual

7. MCO P4400.82_, Regulated/Controlled Item Management Manual

8. MCO P5100.8_, Marine Corps Occupational Safety and Health (OSH) Program Manual

9. MCO P5600.31_, Marine Corps Publications and Printing Regulations

10. MCO P7100.8_, Field Budget Guidance Manual

11. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

12. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Access to purchasing agencies

2. * Administrative materials

3. * Equipment/Tools

4. * Hardware/Software

5. * Maintenance records

6. * Marine Integrated Maintenance Management System (MIMMS) records

7. * Purchasing documents and regulations

8. * Service contracts

9. * Technical publications

TASK: 4602.02.24 (CORE PLUS) DEVELOP A VISUAL INFORMATION (VI) COLLATERAL EQUIPMENT FACILITIES MANAGEMENT PLAN

CONDITION(S): Given collateral equipment and facilities, appropriate Visual Information (VI) equipment/tools, appropriate hardware/software, Equipment Life Cycle Maintenance

Management Plan, operating budget, service contracts (as required), administrative materials, and references.

STANDARD(S): Per the references, ensuring management plan identifies and resolves equipment facility deficiencies.

PERFORMANCE STEPS:

1. Inspect the equipment and facilities.

2. Identify and resolve all deficiencies.

3. Establish/Edit Standing Operating Procedures (SOP).

4. Disseminate/Publish information pertaining to:

   a. Daily operations (facilities) and setup.

   b. Equipment operating procedures.

   c. Maintenance schedules.

5. Establish/Liaison with customer base.

6. Collect and analyze usage data documenting:

   a. Number of patrons utilizing facility.

   b. Patron hours of usage.

7. Continually evaluate facilities management for adherence to maintenance schedule and upgrade Collateral Equipment Facilities Management Plan, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

7. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

8. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Budget

3. * Collateral equipment and facilities

4. * Equipment Life Cycle Maintenance/Management Plan

5. * Equipment/Tools

6. * Hardware/Software

7. Service contracts

TASK: 4602.02.25 (CORE PLUS) COORDINATE GRAPHIC/PHOTOGRAPHIC/VIDEO/REPRODUCTION REQUIREMENTS WITH CUSTOMERS

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), customers, job order request form(s), administrative materials, appropriate hardware/software, and references.

STANDARD(S): Per the references, ensuring customer satisfaction and compliance with industry quality standards.

PERFORMANCE STEPS:

1. Consult with customers (normally Field Grade rank customers with special requests) to determine job requirements.

2. Determine appropriate media.

3. Assign graphic/photographic/video/reproduction requirements to appropriate section for job completion.

4. Evaluate the final product for adherence to industry standards.

5. Contact customer to relay status of completed work order.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. Various base/station orders

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P5600.31_, Marine Corps Publications and Printing Regulations

5. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

6. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Customer(s)

4. * Hardware/Software

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4602.02.26 (CORE PLUS) CONDUCT SUBJECT MATTER EXPERT (SME) CONFERENCES

CONDITION(S): Given possible conference agenda items, references, appropriate e-mail addresses and phone listings, Subject Matter Experts (SMEs), appropriate hardware/software, meeting facilities, and administrative materials.

STANDARD(S): Per the references, ensuring conference attendance by appropriate experts and achievement of conference goals/deliverables.

PERFORMANCE STEPS:

1. Determine conference agenda items.

2. Assign conference agenda items to appropriate officers/staff for research and pre-conference development.

3. Determine a conference date conducive to maximum Subject Matter Expert (SME) attendance.

4. Convene conference and address agenda items working to item resolution.

5. Publish an After Action Report.

6. Publish Lessons Learned, as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P1200.7_, Military Occupational Specialties Manual (Short Title: MOS Manual)

4. MCO P5600.31_, Marine Corps Publications and Printing Regulations

5. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

6. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hardware/Software

3. * Meeting facility

4. * Points Of Contact (POC) and/or electronic addresses list

5. * Subject Matter Experts (SMEs)

ADMINISTRATIVE INSTRUCTIONS: Many possible conference agenda items reflect the fields addressed by existing Visual Information teams (e.g., Technology Team, Training Team, etc.). Coordination with team leader(s) is required.

TASK: 4602.02.27 (CORE PLUS) COORDINATE REGIONAL AND VISUAL INFORMATION MANAGEMENT (VIM)-LEVEL VISUAL INFORMATION (VI) ISSUES

CONDITION(S): Given an issue, references, meeting facility, administrative materials, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring the issue is addressed and resolved.

PERFORMANCE STEPS:

1. Liaison with regional Visual Information (VI) managers.

2. Schedule a facility for a meeting to address the Visual Information Management (VIM)-level issues.

3. Write a Plan of Action and Milestones (POA&M).

4. Publish a schedule of events.

5. Publish billeting information, as required.

6. Supply logistics and administrative support.

7. Facilitate the issues.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: WO

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. DOD DIRECTIVE 5040.3, DoD Joint Visual Information Services

3. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

4. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

5. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

6. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

7. FM 11-40, Tactical Audiovisual Doctrine

8. FMFM 3-8, Tactical Visual Information Doctrine

9. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

10. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

11. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hardware/Software

3. * Meeting facility

ADMINISTRATIVE INSTRUCTIONS: The regional and Visual Information Management (VIM)-level Visual Information (VI) issue under consideration will determine which reference(s) pertain.

DUTY AREA 01 - GENERAL

TASK: 4611.01.01 (CORE PLUS) DETERMINE CUSTOMER REQUIREMENTS

CONDITION(S): Given references, customer(s), graphics assets, a blank job order request form, administrative materials, and a logbook.

STANDARD(S): Per the references, ensuring job order accuracy and customer satisfaction.

PERFORMANCE STEPS:

1. Greet the customer in a tactful and professional manner.

2. Solicit the appropriate job order information from the customer.

3. Determine supportability of customer's request.

4. Ensure the customer's request is legitimate and understood in detail.

5. Request customer initiate a job order.

6. Enter the initiated job order in the logbook.

7. Ensure customer is fully satisfied.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

2. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Customer(s)

4. * Graphic equipment/tools

5. * Logbook

ADMINISTRATIVE INSTRUCTIONS: Good customer service is a marketing tool for high standards of productivity.

TASK: 4611.01.02 (CORE PLUS) PRODUCE VISUAL INFORMATION (VI) PRODUCTS

CONDITION(S): Given references, artistic media, graphics software applications, digital imaging workstation, administrative materials, and computer workstation with peripheral devices and output media.

STANDARD(S): Per the references, ensuring adherence to established industry standards.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Determine project time line.

3. Determine most efficient media to produce the graphics product(s).

4. Create rough draft.

5. Confer with customer on rough draft.

6. Create final product.

7. Quality control final product.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

2. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Adhesive, glue, spray mount

2. * Administrative materials

3. * Brushes, various sizes and types

4. * Computer workstation with accompanying peripherals

5. * Digital imaging workstation and peripherals

6. * Drawing pads, various sizes and types

7. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

8. * Paints (e.g., oils, acrylics, watercolor, etc.)

9. * Paper cutter

10. * Printer, color

11. * Scanner

12. * Software, desktop publishing

13. * Software, presentation

14. * Software, Raster Editing

15. * Software, vector illustration

16. * Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)

TASK: 4611.01.03 (CORE) PERFORM PREVENTIVE MAINTENANCE ON GRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given references, proper cleaning and lubrication supplies, equipment maintenance history folders, equipment service contract agreements (if applicable), administrative materials, and graphic equipment/tools.

STANDARD(S): Per the references, ensuring equipment/tool operability.

PERFORMANCE STEPS:

1. Determine the preventive maintenance required by referring to the applicable equipment history folder and equipment maintenance manual.

2. Prepare the required tools and cleaning gear to perform the preventive maintenance.

3. Perform the maintenance according to manufacturer's specifications.

4. Annotate the preventive maintenance completed and/or discrepancies found on the applicable equipment history folder.

5. Perform quality control by performing a function check on the equipment and tools.

6. File the equipment history folder.

7. Keep Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. DEFENSE MAPPING SCHOOL MATERIALS, Various Student Texts (ST) from the Ft. Belvoir Defense Mapping School

3. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Rags, clean

3. * Equipment history folders

4. * General purpose cleaners

5. * Graphic equipment/tools

6. * Oil, lightweight

7. Service contracts

8. * Specified factory tools

TASK: 4611.01.04 (CORE PLUS) LOG WORK REQUESTS

CONDITION(S): Given references, blank job order request form(s), computer and appropriate peripherals, customer(s), administrative materials, and a job order logbook/database.

STANDARD(S): Per the reference, ensuring accuracy.

PERFORMANCE STEPS:

1. Gather job request forms.

2. Ensure completeness and accuracy of each job order request form.

3. Identify the Point Of Contact (POC) information on the job order request form.

4. Assign a job order number.

5. Log job order request in computer database and/or logbook.

6. File logged in request forms in chronological order.

7. Assign a due date to the project.

8. Record all information regarding man-hours and materials expended.

9. Contact the requester when job is completed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. SOP, Standing Operating Procedures

2. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Audiovisual job order database

4. * Computer workstation with accompanying peripherals

5. * Customer(s)

6. * Logbook

TASK: 4611.01.05 (CORE) ACQUIRE STILL IMAGES

CONDITION(S): Given references; visual representations that are recorded or rendered on a two/three dimensional surface or screen by either chemical, electronic, or artistic means; appropriate camera equipment; appropriate hardware/software; and administrative materials.

STANDARD(S): Per the references, ensuring images are visually correct and meet industry standards.

PERFORMANCE STEPS:

1. Determine customer's needs, quantity, and quality for final output.

2. Determine equipment and software required for acquisition.

3. Acquire the image.

4. If needed, color correct, scale, filter, and enhance acquired image.

5. Save image in appropriate format and resolution for job requirement.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Artwork (illustrations, animation, 3-D, interactive multimedia, web design, etc.)

3. * Camera, photographic

4. * Computer workstation with accompanying peripherals

5. * Scanner

6. * Software, Raster Editing

7. * Software, vector illustration

ADMINISTRATIVE INSTRUCTIONS:

1. For on-screen presentations, acquire images at a low resolution (72-96 dpi).

2. For printed images, acquire images at 2 to 3 times the printer resolution.

3. For large format images, acquire images at highest resolution possible and then scale.

TASK: 4611.01.06 (CORE PLUS) PREPARE ORIGINALS FOR REPRODUCTION

CONDITION(S): Given references, an original document (paper or digital), digital imaging workstation, computer workstation and peripherals, graphics application software, and appropriate artistic media.

STANDARD(S): Per the references, ensuring camera ready originals.

PERFORMANCE STEPS:

1. Acquire an original for reproduction and determine the customer's requirement.

2. Determine if final output will be in color or black and white.

3. Design and create a master using artistic media or desktop publishing, vector, or rastor software.

4. Ensure quality control is conducted.

5. Ensure the master is a camera ready document.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO P5600.31_, Marine Corps Publications and Printing Regulations

2. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Artwork (illustrations, animation, 3-D, interactive multimedia, web design, etc.)

2. * Brushes, various sizes and types

3. * Computer workstation with accompanying peripherals

4. * Digital imaging workstation and peripherals

5. * Drawing pads, various sizes and types

6. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

7. * Original document (paper or digital)

8. * Paints (e.g., oils, acrylics, watercolor, etc.)

9. * Scanner

10. * Software, desktop publishing

11. * Software, Raster Editing

12. * Software, vector illustration

13. * Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)

TASK: 4611.01.07 (CORE PLUS) MAINTAIN EQUIPMENT HISTORY FOLDERS

CONDITION(S): Given administrative materials, Visual Information (VI) equipment/tools, equipment history folders, appropriate hardware/software, and references.

STANDARD(S): Per the references, ensuring accuracy and currency of information.

PERFORMANCE STEPS:

1. Conduct a comprehensive equipment inventory.

2. Ensure each piece of equipment or system has a corresponding equipment history folder.

3. Create/Maintain a library with the applicable equipment history folders.

4. Ensure all pertinent data is recorded on the equipment history folders, to include: Nomenclature, Make, Model, Serial Number, Year Manufactured/Put In Use, Recommended Life Cycle Replacement Date, and Purchase Cost.

5. Ensure the folders are updated on a regular basis and include: Software Updates, Repair History, Equipment Updates, and Changes to Equipment Status.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. MCO P1070.12_, Marine Corps Individual Records Administration Manual (Short Title: IRAM)

6. MCO P4400.151_, Intermediate-Level Supply Management Policy Manual

7. TM 4700-15/1H, Ground Equipment Record Procedures

8. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment history folders

3. * Equipment/Tools

4. * Hardware/Software

TASK: 4611.01.08 (CORE PLUS) MAINTAIN TECHNICAL PUBLICATIONS

CONDITION(S): Given references, administrative materials, Visual Information (VI) equipment/tools, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring availability and currency of all pertinent publications.

PERFORMANCE STEPS:

1. Collect all technical publications for existing/incoming Visual Information (VI) equipment.

2. Review the references for a list of required technical publications.

3. Establish and/or inventory the existing library to determine the availability and currency of all pertinent publications. (Library database required.)

4. Order/Update any technical publications that are outdated or missing from the library.

5. Dispose of outdated publications.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. SL 1-2, Index of Authorized Publications for Equipment Support

6. SL 1-3, Index of Authorized Publications in Stock

7. SOP, Standing Operating Procedures

8. TM 4700-15/1H, Ground Equipment Record Procedures

9. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment/Tools

3. * Hardware/Software

4. * Technical publications

ADMINISTRATIVE INSTRUCTIONS: Technical publications will be updated or deleted as equipment is replaced or assigned to the Defense Reutilization Management Office (DRMO).

TASK: 4611.01.09 (CORE PLUS) CONDUCT A SELF-HELP PROGRAM FOR SIMPLE CUSTOMER SUPPORT PROCEDURES

CONDITION(S): Given references, a customer requiring simple support, self-help equipment/tools with operating instructions, a customer job order request form, logbook (manual or digital), administrative materials, Material Safety Data Sheet (MSDS), and graphic supplies.

STANDARD(S): Per the references, ensuring the customer successfully completes his/her project.

PERFORMANCE STEPS:

1. Determine the customer's self-help requirement.

2. Determine equipment and material needs of the customer.

3. Log in job order (manually or digitally).

4. Instruct customer in usage of equipment and materials.

5. Ensure quality control is completed before job leaves the graphics work area.

6. Complete the customer's job order request form.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Adhesive, glue, spray mount

2. * Administrative materials

3. * Audiovisual job order request form(s)

4. * Board, poster, various colors

5. Computer workstation with accompanying peripherals

6. * Customer(s)

7. * Equipment/Tools

8. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

9. * Logbook

10. * Material Safety Data Sheet (MSDS)

11. * Paper cutter

12. * Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)

13. * Table, drafting

TASK: 4611.01.10 (CORE PLUS) PREPARE INPUT FOR VISUAL INFORMATION (VI) BUDGET PROCESS

CONDITION(S): Given references; budget related data for Visual Information (VI) resources pertaining to: materials, supplies, equipment, maintenance, contracts, training, conferences, and seminars; administrative materials; and appropriate hardware/software.

STANDARD(S): Per the references, ensuring accuracy of submitted budget information.

PERFORMANCE STEPS:

1. Research unit needs (e.g., materials, training, equipment, conferences, seminars, etc.).

2. Coordinate resource requirements with other sections to prevent redundant requests.

3. Ensure all new equipment requested for acquisition is compatible with existing Visual Information (VI) equipment.

4. Establish priority of acquisition requests.

5. Place information in proper format.

6. Submit acquisition request to Officer In Charge (OIC).

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. MCBUL 7100 SERIES, Field Budget Guidance

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Budget data (e.g., cmd guidance, historical records, life cycle plans, TAD costs, price lists, etc.)

3. * Hardware/Software

DUTY AREA 02 - ILLUSTRATION AND DESIGN

TASK: 4611.02.01 (CORE) PERFORM COMBAT ART

CONDITION(S): In a field environment, given references, artistic subjects, various artistic mediums, drawing tools, waterproofing materials, and a photographic camera.

STANDARD(S): Per the references, ensuring the on-scene combat illustration reflects a specific moment.

PERFORMANCE STEPS:

1. Research combat location.

2. Acquire desired mediums for transport.

3. Estimate time on location.

4. Create detailed rough sketches of activity in and around the area.

5. Take photographs as a secondary reference measure.

6. Vary subjects (e.g., people, equipment, terrain, vehicles, etc.).

7. Document detailed information of the rough sketches (e.g., time, date, who, what, when, where, weather, climate, colors, subject information, etc.).

8. Protect sketches/artwork.

9. Create original illustrations from detailed rough sketches for historical documentation and traditional reference.

10. Maintain all notes and rough sketches (future reference).

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

2. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Artistic subject(s)

2. * Brushes, various sizes and types

3. * Camera, photographic

4. * Drawing pads, various sizes and types

5. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

6. * Paints (e.g., oils, acrylics, watercolor, etc.)

7. * Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)

8. * Waterproofing (zip lock bags)

TASK: 4611.02.02 (CORE) DRAW BATTLE DAMAGE ASSESSMENT SKETCHES

CONDITION(S): Given an on-site location or visual media (photos/video), artistic media, graphics software applications, a computer workstation and peripherals, access to command intelligence data/personnel, and references.

STANDARD(S): Per the references, ensuring drawings accurately depict battle damage.

PERFORMANCE STEPS:

1. Determine command's requirements.

2. Coordinate and confirm visual information and on-site location.

3. Determine time line.

4. Create battle damage assessment sketches.

5. Quality control drawings.

6. Follow up with command intelligence to assure accuracy.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

2. FMFM 3-8, Tactical Visual Information Doctrine

3. SOP, Standing Operating Procedures

4. ST 546, Drawing Basic Lines, Student Text of Defense Mapping School

TRAINING MATERIEL:

1. * Access to command intelligence data/personnel

2. * Artistic media

3. * Computer workstation with accompanying peripherals

4. * Drawing pads, various sizes and types

5. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

6. * Software, Raster Editing

7. * Visual media, photos/video

TASK: 4611.02.03 (CORE) PRODUCE TACTICAL INTELLIGENCE SKETCHES

CONDITION(S): In a field, garrison, or aerial reconnaissance environment; given references; artistic media and tools; graphics software applications; photographic equipment; digital imaging workstation and peripherals; scanner; and waterproofing materials (if required).

STANDARD(S): Per the references, ensuring accuracy.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Determine media requirements.

3. Coordinate transportation to tactical location, if required.

4. Estimate time on location.

5. Create detailed rough sketches of specific objectives.

6. Document detailed information (e.g., time, date, who, what, when, where, weather, climate, colors, subject information, mission related data, etc.).

7. Protect sketches/artwork (e.g., waterproofing, etc.).

8. Create original illustrations from detailed rough sketches for historical documentation and traditional reference.

9. Maintain all notes and sketches for future use.

10. Quality control sketches.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 5040.2-C-2, Volume II Catalog of Audiovisual Productions, Navy and Marine Corps Productions

2. FM 11-40, Tactical Audiovisual Doctrine

3. FMFM 3-8, Tactical Visual Information Doctrine

TRAINING MATERIEL:

1. * Camera, photographic

2. * Digital imaging workstation and peripherals

3. * Drawing pads, various sizes and types

4. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

5. * Scanner

6. * Software, presentation

7. * Software, Raster Editing

8. * Software, vector illustration

9. * Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)

10. Waterproofing (zip lock bags)

TASK: 4611.02.04 (CORE) DEVELOP AN AESTHETIC LOOK FOR ILLUSTRATION AND DESIGN PRODUCTS

CONDITION(S): Given references, artistic media and tools, graphic software application, and a digital imaging workstation and peripherals.

STANDARD(S): Per the references, complying with industry standards for publication, and ensuring standard design principles are applied.

PERFORMANCE STEPS:

1. Determine artistic media to be used.

2. Create thumbnail sketches (working copies).

3. Apply design principles (e.g., balance, rhythm, uniformity, legibility, etc.).

4. Select two thumbnail sketches and create rough sketches.

5. From the rough sketches, create comprehensive drawings.

6. After completing the comprehensive sketches, confer with customer before proceeding.

7. When the comprehensive drawing is selected, create the final product in the preferred media.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

2. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

3. SOP, Standing Operating Procedures

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Adhesive, glue, spray mount

2. * Board, poster, various colors

3. * Brushes, various sizes and types

4. * Digital imaging workstation and peripherals

5. * Drawing pads, various sizes and types

6. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

7. * Paints (e.g., oils, acrylics, watercolor, etc.)

8. * Scanner

9. * Software

10. * Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)

11. * Table, drafting

TASK: 4611.02.05 (CORE PLUS) LAYOUT TERRAIN MODELS

CONDITION(S): Given references, a map, and various drawing tools.

STANDARD(S): Per the references, ensuring accuracy and pertinence of model information.

PERFORMANCE STEPS:

1. Determine final size of terrain model.

2. Identify specific grid squares on map.

3. Create box to set boundaries.

4. Identify friendly unit symbols and movement.

5. Identify enemy symbols and movement.

6. Identify target reference points.

7. Identify vegetation (e.g., heavy, light, dry, wet, etc.).

8. Identify vehicles (i.e., heavy, medium, light).

9. Ensure all required information and data are correct in content and placement.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FMFM 3-8, Tactical Visual Information Doctrine

2. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

TRAINING MATERIEL:

1. Board, poster, various colors

2. Brushes, various sizes and types

3. * Drawing pads, various sizes and types

4. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

5. * Map

6. Paints (e.g., oils, acrylics, watercolor, etc.)

ADMINISTRATIVE INSTRUCTIONS:

1. Information depicted on the terrain model is based on the model's purpose (i.e., amphibious operations, air operations, offensive operations, defensive operations, or base information only).

2. All terrain models should be laid out in great detail for accuracy before the model construction begins.

TASK: 4611.02.06 (CORE PLUS) CONSTRUCT TERRAIN MODELS

CONDITION(S): In a field or garrison environment, given references, model building supplies and raw materials, terrain model layout, and artistic media and tools.

STANDARD(S): Per the references, ensuring the model accurately depicts the designated terrain in sufficient detail to satisfy mission requirements.

PERFORMANCE STEPS:

1. Identify terrain model construction and briefing area.

2. Set boundary area.

3. Identify deadline for model completion.

4. Utilize the terrain model layout as a reference tool for construction of the model.

5. Create separate pieces for all key components of the model.

6. Construct terrain model using available building materials.

7. Fine-tune the model details, clear unwanted debris, and ensure all mission related components are depicted on the model.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. FMFM 3-8, Tactical Visual Information Doctrine

2. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

TRAINING MATERIEL:

1. * Adhesive, glue, spray mount

2. Alcohol, cleaning

3. * Board, poster, various colors

4. * Brushes, various sizes and types

5. * Drawing pads, various sizes and types

6. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

7. Meal-Ready-to-Eat (MRE)

8. * Model building materials

9. * Paints (e.g., oils, acrylics, watercolor, etc.)

10. * Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)

11. * String, various types and color

12. * Terrain model layout

ADMINISTRATIVE INSTRUCTIONS:

1. In a field environment, use Meal-Ready-to-Eat (MRE) components for the model construction. MREs provide a wide range of identifying features (e.g., cardboard boxes as buildings or bridges, gum as land mines, the spoon to show troop movement, etc.).

2. In a garrison environment, a much wider range of materials can be found within

the unit (e.g., empty soda cans, pencils, string, paint, etc.) to construct a highly detailed terrain model.

3. A local hobby shop can supply various model building supplies and construction advice.

TASK: 4611.02.07 (CORE) ILLUSTRATE MANUALS

CONDITION(S): Given references, a manual requiring illustrations, artistic media, illustration materials, graphics software applications, digital imaging workstation and peripherals, and scanner.

STANDARD(S): Per the references, ensuring all illustrations are accurately portrayed.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Determine number of illustrations to be drawn.

3. Create illustrations using artistic media or graphics software.

4. Quality control illustrations.

5. Acquire illustrations in a digital format.

6. Using desktop publishing software, layout manual and insert illustrations.

7. Quality control final product.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

2. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Artistic media

2. * Digital imaging workstation and peripherals

3. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

4. * Manuals requiring illustration

5. * Scanner

6. * Software, Raster Editing

7. * Software, vector illustration

ADMINISTRATIVE INSTRUCTIONS: Illustrations can be either hand drawn and scanned or digitally created.

TASK: 4611.02.08 (CORE) DRAW MAP OVERLAYS

CONDITION(S): Given references, a map, overlay material, artistic media, graphic software applications, computer workstation and peripherals, appropriate tools and equipment, and overlay information.

STANDARD(S): Per the references, ensuring the overlays are correctly positioned on the map and accurately identify and depict all pertinent information with the appropriate graphic symbol.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Determine and gather materials needed for project.

3. Produce overlay using appropriate materials.

4. Quality control the overlay.

5. Consult with customer to confirm accuracy of overlay information.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 5040.2-C-2, Volume II Catalog of Audiovisual Productions, Navy and Marine Corps Productions

2. FM 21-31, Topographic Symbols

3. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Artistic media

2. * Computer workstation with accompanying peripherals

3. * Map

4. * Overlay material

5. Plotter, large format, color

6. Scanner

7. * Software, Raster Editing

8. * Software, vector illustration

9. Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)

TASK: 4611.02.09 (CORE) CAPTION IMAGERY

CONDITION(S): Given references, administrative materials, customer request, graphics application software, digital imaging workstation and peripherals, and imagery.

STANDARD(S): Per the references, ensuring captioning answers "who, what, when, where, why, and how."

PERFORMANCE STEPS:

1. Evaluate the image and the customer's request.

2. Input caption information (who, what, where, when, why, and how; Visual Information Record Identification Number (VIRIN); photographer's data; dates) using current industry standard software.

3. Quality control image and caption.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

2. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Caption information

3. * Customer's request

4. * Digital imaging workstation and peripherals

5. * Imagery

6. * Printer, color

7. * Scanner

8. * Software, desktop publishing

9. * Software, Raster Editing

10. * Software, vector illustration

TASK: 4611.02.10 (CORE) DESIGN ELECTRONIC BRIEFS

CONDITION(S): Given references, administrative materials, digital imaging workstation and peripherals, briefing information/data, authorized presentation software, standard graphics software, and scanner.

STANDARD(S): Per the references, ensuring accuracy of information and customer satisfaction.

PERFORMANCE STEPS:

1. Determine customer's requirements for the presentation (e.g., audio, video, animation, backgrounds, color scheme, charts, fonts, etc.).

2. Elicit customer provided presentation information/data.

3. Create electronic brief using presentation and graphics software.

4. Quality control electronic brief for accuracy and design elements.

5. Save electronic brief in digital format and provide copy to customer.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Briefing information/data

3. * Digital imaging workstation and peripherals

4. Printer, color

5. * Scanner

6. * Software, audio/video

7. Software, desktop publishing

8. * Software, interactive multimedia

9. * Software, presentation

10. * Software, Raster Editing

11. Software, three-dimensional

12. * Software, vector illustration

ADMINISTRATIVE INSTRUCTIONS: Briefs can be designed in presentation or interactive multimedia format.

TASK: 4611.02.11 (CORE PLUS) LAYOUT MECHANICALS FOR PRINTED MATERIAL

CONDITION(S): Given references, artistic media and tools, graphics software applications, and digital imaging workstation and peripherals.

STANDARD(S): Per the references, ensuring design principles are followed.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Gather materials and information.

3. Using design principles (e.g., rhythm, balance, uniformity, legibility, etc.), layout mechanicals for printed material.

4. Quality control product.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

2. SOP, Standing Operating Procedures

3. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Artistic media

2. * Digital imaging workstation and peripherals

3. Drawing pads, various sizes and types

4. Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

5. Printer, color

6. Scanner

7. * Software, desktop publishing

8. * Software, Raster Editing

9. * Software, vector illustration

10. * Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)

11. * Table, drafting

TASK: 4611.02.12 (CORE) DESIGN CHARTS

CONDITION(S): Given a computer workstation with peripherals, software applications, administrative materials, artistic media and tools, job order request form, appropriate equipment, and a rough drawing.

STANDARD(S): Ensuring customer satisfaction and accuracy of chart information.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Determine size of chart for final output of product.

3. Determine and gather chart material (i.e., paper, canvas, glossy) for final product.

4. Design and create chart for final product.

5. Quality control final chart for information accuracy and artistic design.

6. Ensure final chart meets customer's expectations.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Adhesive, glue, spray mount

2. * Administrative materials

3. * Artistic media

4. * Audiovisual job order request form(s)

5. * Board, poster, various colors

6. * Computer workstation with accompanying peripherals

7. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

8. Lamination

9. Paper cutter

10. * Plotter, large format, color

11. Scanner

12. * Software, Raster Editing

13. * Software, three-dimensional

14. * Software, vector illustration

15. * Straight Edge Tools (e.g., T-Square, ruler, angles, x-acto knives, etc.)

DUTY AREA 03 - COMPUTER GRAPHICS

TASK: 4611.03.01 (CORE) PERFORM COMPUTER-BASED DESKTOP PUBLISHING

CONDITION(S): Given references, artistic media, graphic software applications, computer workstation and peripherals, artwork/photos/illustrations, and desktop publishing software.

STANDARD(S): Per the references, ensuring adherence to industry standards and incorporation of standard design principles.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Compile artwork, photos, illustrations, etc.

3. Draw rough sketches.

4. Confer with customer.

5. Layout and design product using good design principles (e.g., balance, rhythm, uniformity, legibility, etc.).

6. Layout master page.

7. Layout design job.

8. Quality control project.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Artistic media

2. * Artwork (illustrations, animation, 3-D, interactive multimedia, web design, etc.)

3. * Computer workstation with accompanying peripherals

4. * Drawing pads, various sizes and types

5. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

6. * Scanner

7. * Software, desktop publishing

8. * Software, Raster Editing

9. * Software, vector illustration

TASK: 4611.03.02 (CORE) DIGITIZE IMAGERY

CONDITION(S): Given references, artistic imagery, graphic software applications, scanner, digital imaging workstation and peripherals, and digital photo or video camera.

STANDARD(S): Per the references, ensuring adherence to industry standards relating to visual quality and clarity.

PERFORMANCE STEPS:

1. Determines customer's requirements for final product to determine digitized resolution.

2. Compile images to be digitized.

3. Acquire images using a digital input peripheral scanner (e.g., flatbed, 35mm, drum, etc.) and photo editing software.

4. If needed, color correct, scale, and use editing filters to achieve maximum quality.

5. Quality control images.

6. Format images for digitally saving and archiving.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

4. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

5. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

TRAINING MATERIEL:

1. * Digital imaging workstation and peripherals

2. * Digital photo camera

3. * Digital video camera

4. * Imagery

5. * Scanner

6. * Software, Raster Editing

TASK: 4611.03.03 (CORE) ILLUSTRATE ELECTRONIC BRIEFS

CONDITION(S): Given references, briefing information, computer workstation and peripherals, appropriate software, and artistic media and tools.

STANDARD(S): Per the references, ensuring adherence to industry standards and incorporation of standard design principles.

PERFORMANCE STEPS:

1. Compile information for brief.

2. Organize compiled information.

3. Using preferred media, story board brief.

4. Confer with customer on story board before proceeding.

5. Design and layout brief using good design principles (e.g., balance, uniformity, rhythm, legibility, etc.) remembering to:

   a. Keep backgrounds consistent.

   b. Use a sans-serif font.

   c. Use 18 points or larger for font size on the body text. (Slides can be continued in sequence.)

   d. Create graphics for screen resolution (72-96 dpi).

6. Quality control brief.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Board, poster, various colors

2. * Brushes, various sizes and types

3. * Computer workstation with accompanying peripherals

4. * Drawing pads, various sizes and types

5. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

6. * Paints (e.g., oils, acrylics, watercolor, etc.)

7. * Software

TASK: 4611.03.04 (CORE) ANIMATE ELECTRONIC BRIEFS

CONDITION(S): Given references, artistic media, graphic software applications, scanner, and a digital imaging workstation and peripherals.

STANDARD(S): Per the references, ensuring the presentation adheres to industry standards and contains either object and/or frame motion.

PERFORMANCE STEPS:

1. Compile information for presentation.

2. Story board presentation.

3. Create brief with presentation and graphic software using good design principles (e.g., balance, uniformity, rhythm, legibility, etc.).

4. Animate objects in the brief using slide and text transitions. Simple animation includes:

   a. Graphic Interchange Format (.gif).

   b. Objects moving in a linear direction using a starting and ending point.

5. If frame animation is required, use a graphics animation software to create movement before saving animation as a transferable format.

6. Quality control brief.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DOD 5040.2-C-2, Volume II Catalog of Audiovisual Productions, Navy and Marine Corps Productions

TRAINING MATERIEL:

1. * Artistic media

2. * Digital imaging workstation and peripherals

3. * Drawing pads, various sizes and types

4. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

5. * Scanner

6. * Software, audio/video

7. Software, desktop publishing

8. * Software, interactive multimedia

9. * Software, presentation

10. * Software, Raster Editing

11. * Software, three-dimensional

12. * Software, vector illustration

ADMINISTRATIVE INSTRUCTIONS:

1. Object animation is a graphic object or text moving along a path as a whole.

2. Frame animation is a graphic made up of multiple key frames showing full movement.

TASK: 4611.03.05 (CORE) TRANSMIT DIGITAL IMAGERY

CONDITION(S): Given references, graphic software application, digital imagery, digital imaging workstation and peripherals, and network and/or satellite access.

STANDARD(S): Per the references, ensuring successful receipt by the recipient of an intact file in an electronic format compatible with standard desktop publishing software.

PERFORMANCE STEPS:

1. Determine customer's requirements, file format, and resolution.
2. Color correct, scale, and filter digital imagery, if necessary.
3. Save imagery to specified format.
4. Upload to server, satellite, or direct account.
5. Confirm successful transmission with customer.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)
2. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials
3. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide
4. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

TRAINING MATERIEL:

1. * Access to network or satellite
2. * Digital imaging workstation and peripherals
3. * Imagery
4. International Maritime Satellite (INMARSAT)
5. Satellite Communications (SATCOM) equipment
6. Scanner
7. * Software, Raster Editing

TASK: 4611.03.06 (CORE PLUS) DESIGN INTERACTIVE COURSEWARE MATERIALS

CONDITION(S): Given references, course information, artistic media, graphics software applications, interactive multimedia software, digital imaging, and digital imaging workstation and peripherals.

STANDARD(S): Per the references, ensuring intuitive navigation and compliance with industry standards.

PERFORMANCE STEPS:

1. Compile materials to enhance the course learning objectives (e.g., videos, sound, artwork, photos, etc.).

2. Storyboard each navigational step in detail, explaining any animation, audio, or video effects.

3. Consult with customer before proceeding.

4. Using interactive multimedia software, insert artwork, video, audio, etc., into the courseware.

5. Add time lines, filters, animation, and special effects.

6. Create an executable file.

7. Test on cross platform operating systems ensuring intuitive navigation and operability.

8. Consult with customer for final production.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DOD 5040.2-C-2, Volume II Catalog of Audiovisual Productions, Navy and Marine Corps Productions

TRAINING MATERIEL:

1. * Artistic media

2. * Course information

3. * Digital imaging workstation and peripherals

4. * Drawing pads, various sizes and types

5. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

6. * Scanner

7. * Software, audio/video

8. * Software, interactive multimedia

9. * Software, Raster Editing

10. * Software, three-dimensional

11. * Software, vector illustration

TASK: 4611.03.07 (CORE) DESIGN WEB PAGES

CONDITION(S): Given references, artistic media, graphic software applications, web design software, access to Internet service provider and/or Information Systems Management Officer (ISMO), scanner, and a digital imaging workstation and peripherals.

STANDARD(S): Per the references, ensuring compliance with the industry standard in terms of content, visual quality, and navigability.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Compile appropriate images, video, audio, artwork, etc.

3. Determine layout style.

4. Storyboard navigation and all links.

5. Consult with customer to confirm satisfaction with web layout design.

6. Create design and layout web page.

7. Test web page links, navigation, cross platform performance, and download time.

8. Consult with customer on final web page design.

9. Upload to Internet service provider and local Information Systems Management Officer (ISMO).

10. Archive the web page.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DEPARTMENT OF DEFENSE POLICY MEMORANDUM, Web Site Administration (NOTAL) (Dec 7, 1998)

4. SECNAVINST 5720.47, Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites (July 1, 1999)

5. SECRETARY OF DEFENSE MEMORANDUM, Establishing and Maintaining a Publicly Accessible Department of Defense Web Information Service (July 18, 1997)

6. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to Internet service provider and/or Information Systems Management Officer (ISMO)

2. * Artistic media

3. * Digital imaging workstation and peripherals

4. * Drawing pads, various sizes and types

5. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

6. * Scanner

7. * Software, audio/video

8. * Software, Raster Editing

9. * Software, vector illustration

10. * Software, web design

DUTY AREA 04 - PRODUCE COPY PREP

TASK: 4611.04.01 (CORE PLUS) CREATE A MASTER FOR BOOKLETS

CONDITION(S): Given references, customer provided materials, artistic media, graphic software applications, computer workstation and peripherals, and color printer.

STANDARD(S): Per the references, ensuring accuracy and proper application of standard design principles.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Create a design theme or concept.

3. Create rough design.

4. Confer with customer before proceeding.

5. Apply design principles (e.g., balance, rhythm, uniformity, legibility, etc.).

6. Layout booklet (desktop publishing software preferred).

7. Quality control product.

8. Print master booklet.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Artistic media

2. * Computer workstation with accompanying peripherals

3. * Customer provided materials

4. Digital imaging workstation and peripherals

5. * Printer, color

6. * Software, desktop publishing

7. * Software, vector illustration

TASK: 4611.04.02 (CORE PLUS) PRINT MAPS

CONDITION(S): Given references, a map with predesignated grid coordinates, graphic software applications, digital imaging workstation and peripherals, digital camera, and plotter.

STANDARD(S): Per the references, ensuring size and grid area are correct when the map section is printed.

PERFORMANCE STEPS:

1. Determine customer's request.

2. Locate grid area on map to be enlarged, scanned, and/or sectioned.

3. Acquire map as a digital image by scanning or digital camera.

4. Color correct, size, and filter using photo editing software, if required.

5. Quality control image of maps.

6. Print map using a color printer and/or enlargement on a plotter.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. FMFM 3-8, Tactical Visual Information Doctrine

TRAINING MATERIEL:

1. * Digital imaging workstation and peripherals

2. * Digital photo camera

3. * Map with predesignated grid coordinates

4. * Plotter, large format, color

5. * Printer, color

6. * Scanner

7. * Software, Raster Editing

8. * Software, vector illustration

ADMINISTRATIVE INSTRUCTIONS: This task refers to printing maps (grid section of maps) for operational purposes. Mass production of maps is not directed.

TASK: 4611.04.03 (CORE PLUS) CREATE MULTI-FOLD DOCUMENTS

CONDITION(S): Given references, artistic media, graphic software applications, digital imaging workstation, and color printer with various size paper.

STANDARD(S): Per the references, ensuring accuracy and proper application of design principles.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Compile artwork, photos, images, etc., for document.

3. Apply design principles (e.g., balance, rhythm, uniformity, legibility, etc.).

4. Create rough design.

5. Consult with customer before proceeding.

6. Layout and design multi-fold document using graphics software (desktop publishing preferred).

7. Quality control document.

8. Print a comp for customer's master.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. Various base/station orders

3. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

4. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

5. DOD DIRECTIVE 5040.3, DoD Joint Visual Information Services

6. MCO P5600.31_, Marine Corps Publications and Printing Regulations

TRAINING MATERIEL:

1. * Artistic media

2. * Computer workstation with accompanying peripherals

3. * Drawing pads, various sizes and types

4. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

5. * Paper

6. * Printer, color

7. * Software, desktop publishing

8. * Software, presentation

9. * Software, Raster Editing

10. * Software, vector illustration

TASK: 4611.04.04 (CORE) PRINT PHOTOGRAPHIC IMAGE

CONDITION(S): Given references, a photographic image, graphic software applications, scanner, and digital imaging workstation and peripherals.

STANDARD(S): Per the references, ensuring image is color corrected and meets industry standards for quality.

PERFORMANCE STEPS:

1. Acquire image using a scanner (35mm, flatbed, drum), Compact Disk (CD), electronic transfer, etc.

2. Color correct, size, and filter any scratches or dust, following the DoD Directive on Alteration of Official DoD Images, if required.

3. Save image in appropriate format.

4. Print image on a color printer.

5. Quality contol image.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

TRAINING MATERIEL:

1. * Digital imaging workstation and peripherals

2. * Imagery

3. * Printer, color

4. * Scanner

5. * Software, Raster Editing

6. * Software, vector illustration

TASK: 4611.04.05 (CORE) COLLAGE DIGITAL IMAGE/ILLUSTRATION

CONDITION(S): Given references, digital images/illustrations, artistic media, graphic software applications, and a digital imaging workstation and peripherals.

STANDARD(S): Per the references, ensuring design principles are followed.

PERFORMANCE STEPS:

1. Determine customer's requirements.

2. Compile images, illustrations, artwork, etc.

3. Draw rough.

4. Consult with customer on rough before proceeding.

5. Acquire images in a digital format at a resolution high enough for printing.

6. Place images on separate layers using Raster image editing software.

7. Follow good design principles using rhythm, balance, uniformity, legibility, etc.

8. Color correct, filter, scale, and mask digital image/illustration, if required.

9. Save image with layers intact as a native format.

10. Save a copy of the image as a flattened version in an appropriate format.

11. Quality control image.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DOD 5040.2-C-2, Volume II Catalog of Audiovisual Productions, Navy and Marine Corps Productions

4. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

TRAINING MATERIEL:

1. * Artistic media

2. * Digital imaging workstation and peripherals

3. * Digital image/illustration

4. * Drawing pads, various sizes and types

5. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

6. * Scanner

7. * Software, Raster Editing

8. * Software, vector illustration

TASK: 4611.04.06 (CORE PLUS) PRODUCE FINISHED MASTER OF COPY PREP

CONDITION(S): Given references, copy prep, graphic software applications, digital imaging workstation and peripherals, finishing equipment, and a color printer.

STANDARD(S): Per the references, ensuring accuracy and application of design principles.

PERFORMANCE STEPS:

1. Consult with customer on copy prep before proceeding.

2. Layout and design master (preferably in a desktop publishing program).

3. Print master on a color printer.

4. Quality control master.

5. Bind, hole-punch, staple, or collate, if required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DOD 5040.2-C-2, Volume II Catalog of Audiovisual Productions, Navy and Marine Corps Productions

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

TRAINING MATERIEL:

1. * Copy prep

2. * Digital imaging workstation and peripherals

3. * Finishing equipment (e.g., stapler, binder, hole-punch, etc.)

4. * Printer, color

5. Scanner

6. * Software, desktop publishing

7. * Software, Raster Editing

8. * Software, vector illustration

DUTY AREA 05 - COORDINATION AND SUPERVISION

TASK: 4611.05.01 (CORE PLUS) COORDINATE GRAPHIC REQUIREMENTS WITH CUSTOMERS

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), customer(s), job order request form(s), administrative materials, appropriate hardware/software, and references.

STANDARD(S): Per the references, ensuring customer satisfaction and compliance with industry quality standards.

PERFORMANCE STEPS:

1. Consult with customer(s) to determine job requirements.

2. Determine the most feasible way to support the customer's request.

3. Ensure necessary enclosures are attached to the customer's request.

4. Ensure complete description of work is attached to the work order.

5. Determine appropriate media.

6. Finalize request.

7. Evaluate the final product for adherence to industry standards.

8. Contact customer to relay status of completed work order.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DA PAM 25-91, Visual Information Procedures

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P5600.31_, Marine Corps Publications and Printing Regulations

5. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

6. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Customer(s)

4. * Hardware/Software

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4611.05.02 (CORE) DEMONSTRATE GRAPHIC APPLICATIONS/CAPABILITIES FOR COMMANDERS/CUSTOMERS

CONDITION(S): Given artistic media and tools, graphics software applications, digital imagery workstation and peripherals, and references.

STANDARD(S): Per the references, ensuring demonstration complies with industry standards and relates to the mission(s) of the target audience.

PERFORMANCE STEPS:

1. Perform operations check on all equipment to be demonstrated.

2. Evaluate the audience to determine commander/customer requirements.

3. Review current capabilities and services that can be provided.

4. Demonstrate capabilities and applications.

5. Provide sample(s) of work.

6. Address and answer customer questions.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Artistic media

2. * Digital imaging workstation and peripherals

3. * Graphic equipment/tools

4. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

5. * Printer, color

6. * Scanner

7. * Software, audio/video

8. * Software, desktop publishing

9. * Software, interactive multimedia

10. * Software, presentation

11. * Software, Raster Editing

12. * Software, three-dimensional

13. * Software, vector illustration

14. * Software, web design

TASK: 4611.05.03 (CORE PLUS) ESTABLISH QUALITY CONTROL (QC) PROCEDURES

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), completed Visual Information (VI) products, references, appropriate hardware/software, and administrative materials.

STANDARD(S): Per the references, ensuring the procedures produce end products which meet industry standards.

PERFORMANCE STEPS:

1. Review the references.

2. Establish a quality control checklist.

3. Publicize the quality control checklist to ensure all sections follow the established procedures.

4. Perform unannounced quality control checks on Combat Visual Information Center (CVIC) products to ensure effectiveness of the Quality Control (QC) Plan.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

2. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Finished product

3. * Hardware/Software

4. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4611.05.04 (CORE PLUS) SUPERVISE PREVENTIVE AND CORRECTIVE MAINTENANCE ON GRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given references, graphics equipment and tools requiring maintenance, equipment service contract agreements (if applicable), equipment history folders, and administrative materials.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Ensure safety checks are being performed.

2. Ensure the maintenance is performed according to manufacturer's specifications.

3. Ensure annotations are made on the applicable equipment history folder.

4. Ensure quality control is completed by performing a function check on the equipment/tools.

5. Ensure the updated history folder is properly filed.

6. Ensure the Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) is advised of any potential long range problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. SOP, Standing Operating Procedures

3. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment history folders

3. * Graphic equipment/tools

4. * SL-3 for general purpose toolbox

5. Service contracts

TASK: 4611.05.05 (CORE PLUS) MARKET VISUAL INFORMATION (VI) PRODUCTS, PRODUCTIONS, AND SERVICES

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), catalog of capabilities, access to the customer base, appropriate hardware/software, administrative
materials, and references.

STANDARD(S): Per the references, ensuring semi-annual liaison with all elements of the customer base.

PERFORMANCE STEPS:

1. Identify the customer base (e.g., military commands, tenant activities, previous customers, etc.).

2. Identify the mission of each element of the customer base.

3. Design marketing tools based on the identified customer base missions.

4. Liaison with all elements of the customer base through:

   a. Face-to-face meetings.

   b. Phone calls.

   c. E-mails with marketing attachments.

   d. Open House to demonstrate products/capabilities.

5. Demonstrate the Visual Information (VI) capabilities that will support/enhance the identified mission.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

4. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

5. SOP, Standing Operating Procedures

6. THE GUERRILLA MARKETING HANDBOOK, Civilian reference by Jay Conrad Levinson, Jan 1995

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Catalog of capabilities

3. * Customer(s)

4. * Hardware/Software

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4611.05.06 (CORE PLUS) MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES

CONDITION(S): Given references, an operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets, a job order request, finished product, and administrative supplies.

STANDARD(S): Per the references, ensuring customer satisfaction and compliance with industry standards.

PERFORMANCE STEPS:

1. Ensure customer service representative (job planner) is courteous and professional.

2. Review customer service Standing Operating Procedures (SOP).

3. Review the job order for completeness and to determine job specifications.

4. Perform quality check on finished product.

5. Ensure customer satisfaction with the finished product and the customer service procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

4. SOP, Standing Operating Procedures

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Customer service representative (job planner)

4. * Customer(s)

5. * Finished product

6. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

MOS 4612, COMBAT LITHOGRAPHER

DUTY AREA 01 - LITHOGRAPHIC AND REPRODUCTION OPERATIONS

TASK: 4612.01.01 (CORE) PERFORM COMPUTER-BASED DESKTOP PUBLISHING

CONDITION(S): Given references, computer workstation and peripherals, desktop publishing software, digital printer, original overlay (electronic or hard copy), administrative materials, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Review the work order to determine job specifications.

2. Utilize "spell check" and "grammar check" while using the appropriate software and computer to create a usable document.

3. Ensure document is proofread.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Computer workstation with accompanying peripherals

4. * Original overlay (electronic or hard copy)

5. * Printer, digital

6. * Software, desktop publishing

TASK: 4612.01.02 (CORE) PREPARE ORIGINALS FOR REPRODUCTION

CONDITION(S): Given references, an equipped fixed or mobile printing plant, computer workstation and peripherals, desktop publishing software, digital printer, original overlay (electronic or hard copy), administrative materials, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Review the work order to determine job specifications.

2. Select the appropriate reproduction method:

   a. (Option 1) Using the original overlay, make an appropriate plate utilizing a digital platemaker for black and white or color reproduction.

   b. (Option 2) Send the original overlay to the digital black and white or color copier via Local Area Network (LAN) capabilities.

3. Perform quality check.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Computer workstation with accompanying peripherals

4. * Fixed or mobile printing plant (fully equipped)

5. * Original overlay (electronic or hard copy)

6. * Printer, digital

7. * Software, desktop publishing

TASK: 4612.01.03 (CORE) PRINT BOOKLETS

CONDITION(S): Given references, an equipped fixed or mobile printing plant, computer workstation and peripherals, desktop publishing software, digital printer, original

overlay (electronic or hard copy), printing supplies, administrative materials, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Review the job order to determine job specifications.

2. Select the appropriate printing method:

   a. (Option 1) Using the original overlay, make appropriate plates utilizing a digital platemaker for black and white or color reproduction. Using plates on digital and/or offset printing equipment, produce the booklets.

   b. (Option 2) Send the original to the digital black and white or color copier via the Local Area Network (LAN) capabilities.

3. Perform quality checks during the reproduction process.

4. Notify customer of job completion.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

4. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Rags, clean

4. * Computer workstation with accompanying peripherals

5. * Fixed or mobile printing plant (fully equipped)

6. * Ink

7. * Original overlay (electronic or hard copy)

8. * Paper

9. * Platemaker (digital)

10. * Press (digital and/or offset)

11. * Printer, digital

12. * Software, desktop publishing

TASK: 4612.01.04 (CORE PLUS) FINISH PRINTED JOBS (E.G., COLLATE, BIND, STAPLE, HOLE-PUNCH, ETC.)

CONDITION(S): Given references, an equipped fixed or mobile printing plant, reproduced documents, appropriate bindery equipment/supplies, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Review the job order to determine job specifications.

2. Using the printed documents, collate, job, staple, bind, hole-punch, etc., to produce a finished product.

3. Check quality control.

4. Notify customer of job completion.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. MCO P5600.31_, Marine Corps Publications and Printing Regulations

2. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

TRAINING MATERIEL:

1. * Audiovisual job order request form(s)

2. * Collator

3. * Fixed or mobile printing plant (fully equipped)

4. * Folder

5. * Padding Press and Compound

6. * Paper drill

7. * Paper cutter

8. * Reproduced documents

9. * Stitcher, Power Paper

10. * Wire

TASK: 4612.01.05 (CORE) PRINT FROM CUSTOMER-PROVIDED ELECTRONIC FILE

CONDITION(S): Given references, an equipped fixed or mobile printing plant, computer workstation and peripherals, desktop publishing software, digital printer, original overlay (electronic or hard copy), customer provided electronic file, administrative materials, printing supplies, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Review the job order to determine job specifications.

2. Perform virus scan on electronic document.

3. Open the electronic document using the appropriate software (e.g., Adobe Photoshop, Adobe Acrobat, Adobe Illustrator, Corel Draw, Quark, etc.).

4. Perform quality control by utilizing the "spell check" and "grammar check" functions of the software.

5. Choose the appropriate method of printing the proof document:

   a. Digital platemaker.

   b. Black and white/Color copier.

6. Transfer the data to the appropriate digital equipment (i.e., black and white/color wide format or standard size equipment) using the appropriate plates for the lithographic equipment.

7. Using the proof document and referring to the work request, collate, staple, and bind the product, if necessary.

8. Notify customer of project status.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

4. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Audiovisual job order request form(s)
3. * Rags, clean
4. * Collator
5. * Computer workstation with accompanying peripherals
6. * Copier (black and white/color)
7. * Fixed or mobile printing plant (fully equipped)
8. * Folder
9. * Ink
10. * Original overlay (electronic or hard copy)
11. * Padding Press and Compound
12. * Paper
13. * Paper drill
14. * Paper cutter
15. * Platemaker (digital)
16. * Press (digital and/or offset)
17. * Printer, digital
18. * Reproduced documents
19. * Software, desktop publishing
20. * Stitcher, Power Paper
21. * Wire

TASK: 4612.01.06 (CORE) PRINT MAP OVERLAYS

CONDITION(S): Given references, an equipped fixed or mobile printing plant, computer workstation and peripherals, desktop publishing software, digital printer, original overlay (electronic or hard copy), printing supplies, administrative materials, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Choose the appropriate printing method:

   a. Utilizing the original overlay:

      (1) Scan original.

      (2) Make appropriate adjustments to original, if required.

      (3) Print the map overlay on the appropriate printer.

   b. Utilizing digital imagery technology:

      (1) Scan the overlay with a digital wide format scanner. (Skip this step if the overlay is provided digitally.)

      (2) Process scanned image using the provided computer with a digital wide format printer.

      (3) Send the processed image to the wide format printer and print.

2. Evaluate quality of printed map overlay and take corrective measures, if required.

3. Notify customer of job status.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

4. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Rags, clean

4. * Computer workstation with accompanying peripherals

5. Copier (black and white/color)

6. * Fixed or mobile printing plant (fully equipped)

7. * Ink

8. * Original overlay (electronic or hard copy)

9. * Overlay paper

10. * Printer, digital

11. Printer, wide format or standard size

12. * Software, desktop publishing

TASK: 4612.01.07 (CORE) PRINT MAPS

CONDITION(S): Given references, an equipped fixed or mobile printing plant, computer workstation and peripherals, desktop publishing software, digital printer, original overlay (electronic or hard copy), printing supplies, administrative materials, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Using digital imagery:

   a. Scan the map with a digital wide format scanner. (Skip this step if map is provided digitally.)

   b. Process scanned image using the provided computer. (Skip this step if map is provided digitally.)

   c. Send the processed image to the wide format printer and print.

2. Evaluate quality of printed map overlay and take corrective measures, if required.

3. Notify customer of job status.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

4. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Computer workstation with accompanying peripherals

4. * Copier (black and white/color)

5. * Fixed or mobile printing plant (fully equipped)

6. * Ink

7. * Original overlay (electronic or hard copy)

8. * Overlay paper

9. * Printer, digital

10. * Printer, wide format or standard size

11. * Software, desktop publishing

TASK: 4612.01.08 (CORE) PRINT MULTI-FOLD DOCUMENTS

CONDITION(S): Given references, an equipped fixed or mobile printing plant, computer workstation and peripherals, desktop publishing software, digital printer, original overlay (electronic or hard copy), printing supplies, administrative materials, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Review the job order to determine job specifications.

2. Determine the appropriate printing method:

a. Plate:

(1) Make appropriate plates from the camera ready documents, utilizing a digital platemaker for black and white or color reproduction.

(2) Produce documents to be folded using plates on digital and/or offset printing equipment.

b. Digital: Send the original overlay to the digital black and white or color copier via Local Area Network (LAN) capabilities.

3. Fold the documents, using a folder and following the manufacturer's specifications.

4. Continuously check quality of folder output and take corrective action, as necessary.

5. Notify the customer of job status.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

4. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Rags, clean

4. * Computer workstation with accompanying peripherals

5. * Fixed or mobile printing plant (fully equipped)

6. * Ink

7. * Original overlay (electronic or hard copy)

8. * Padding Press and Compound

9. * Paper

10. * Platemaker (digital)

11. * Press (digital and/or offset)

12. * Printer, digital

13. * Software, desktop publishing

TASK: 4612.01.09 (CORE) PRINT MULTI-PART FORMS

CONDITION(S): Given references, an equipped fixed or mobile printing plant, computer

workstation and peripherals, desktop publishing software, digital printer, original overlay (electronic or hard copy), printing supplies, administrative materials, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Review the job order to determine the job specifications and verify the appropriate paper stock.

2. Select the appropriate plate for the proper equipment and produce a document.

3. Reproduce the job using a copy ready document and the proper settings on a printing press.

4. Ensure use of the appropriate padding compound for the stock designated (NCR or regular compound).

5. Check quality of the finished product and take corrective measures, as required.

6. Notify customer of job status.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

4. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Rags, clean

4. * Computer workstation with accompanying peripherals

5. * Fixed or mobile printing plant (fully equipped)

6. * Ink

7. * Original overlay (electronic or hard copy)

8. * Padding Press and Compound

9. * Paper

10. * Platemaker (digital)

11. * Press (digital and/or offset)

12. * Software, desktop publishing

TASK: 4612.01.10 (CORE) PRINT PHOTOGRAPHIC IMAGE

CONDITION(S): Given references, an equipped fixed or mobile printing plant, computer workstation and peripherals, desktop publishing software, digital printer, original overlay (electronic or hard copy), printing supplies, administrative materials, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Review the job order to determine job specifications.

2. Choose the appropriate printing method.

a. Plate:

(1) Using the original overlay, digital file, or scanner, make the appropriate plates utilizing a digital platemaker for black and white or color reproduction.

(2) Print the photographic image on the offset press, using the plate (e.g., metal, mylar, etc.).

b. Digital: Send the original overlay to the digital press, black and white or color copier via Local Area Network (LAN) capabilities.

3. Evaluate quality of photographic image and take corrective quality control measures, if required.

4. Send to bindery, as required.

5. Notify customer of job status.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

4. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Computer workstation with accompanying peripherals

4. * Copier (black and white/color)

5. * Fixed or mobile printing plant (fully equipped)

6. * Original overlay (electronic or hard copy)

7. * Photographic image

8. * Platemaker (digital)

9. * Press (digital and/or offset)

10. * Software, desktop publishing

TASK: 4612.01.11 (CORE) LAYOUT MECHANICALS FOR PRINTED MATERIAL

CONDITION(S): Given references, an equipped fixed or mobile printing plant, computer workstation and peripherals, desktop publishing software, digital printer, original overlay (electronic or hard copy), printing supplies, administrative materials, and a job order request.

STANDARD(S): Per the references, ensuring completed job satisfies the job order specifications and meets established industry standards.

PERFORMANCE STEPS:

1. Review the job order to determine job specifications.

2. Determine the appropriate method of production.

a. From digitally produced original: Produce printed materials using the plate with a digital or offset press and the appropriate stock.

b. From a digital platemaker:

(1) Produce a plate.

(2) Evaluate quality of the plate and take corrective quality control measures, if required.

(3) Send to the appropriate offset or digital press.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)
2. MCO P5600.31_, Marine Corps Publications and Printing Regulations
3. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts
4. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies
5. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Audiovisual job order request form(s)
3. * Computer workstation with accompanying peripherals
4. * Copier (black and white/color)
5. * Developer
6. * Fixed or mobile printing plant (fully equipped)
7. * Fixer
8. * Halftone Screen
9. * Platemaker (digital)
10. * Press (digital and/or offset)
11. * Printer, digital
12. * Printer, wide format or standard size
13. * Software, desktop publishing
14. * Water

TASK: 4612.01.12 (CORE) TRANSMIT DIGITAL IMAGERY

CONDITION(S): Given references, a computer workstation and peripherals, desktop publishing software, network and/or satellite access, administrative materials, and a job order request.

STANDARD(S): Per the references, ensuring successful receipt by the recipient of an intact file in an electronic format compatible with standard desktop publishing software.

PERFORMANCE STEPS:

1. Review the job order to determine job order specifications (e.g., file format, resolution, etc.).

2. Open the appropriate desktop publishing program.

3. Make any graphic changes or additions to the digital image (e.g., color correct, scale, filter, etc.).

4. Perform quality control.

5. Save the digital imagery to specified format.

6. Upload digital imagery to server, satellite, or direct account.

7. Transmit the finalized digital imagery to the customer.

8. Confirm successful transmission with customer.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DOD 5040.2-C-2, Volume II Catalog of Audiovisual Productions, Navy and Marine Corps Productions

4. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

5. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

6. MCO P5600.31_, Marine Corps Publications and Printing Regulations

7. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Access to network or satellite

2. * Administrative materials

3. * Audiovisual job order request form(s)

4. * Computer workstation with accompanying peripherals

5. International Maritime Satellite (INMARSAT)

6. * Printer, digital

7. Satellite Communications (SATCOM) equipment

8. * Software, desktop publishing

DUTY AREA 02 - MAINTENANCE

TASK: 4612.02.02 (CORE) PERFORM PREVENTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given references, proper cleaning and lubrication supplies, lithographic equipment/tools, equipment history folders, administrative materials, and specified factory tools.

STANDARD(S): Per the references, ensuring equipment/tool operability.

PERFORMANCE STEPS:

1. Perform a safety check on the equipment/tools.

2. Determine the preventive maintenance required by referring to the equipment maintenance history folder.

3. Prepare the tools and cleaning gear needed to perform the preventive maintenance.

4. Wear the proper safety clothing/equipment while performing preventive maintenance.

5. Perform the maintenance according to manufacturer's specifications.

6. Annotate the preventive maintenance completed and/or discrepancies found on the applicable equipment history folder.

7. Perform quality control by performing a function check on the equipment and tools.

8. File the maintenance equipment history folder.

9. Keep Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

4. SOP, Standing Operating Procedures

5. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Rags, clean

3. * Equipment history folders

4. * General purpose cleaners

5. * Oil, lightweight

6. * Lithographic equipment/tools

7. * Safety clothing and equipment

8. * Specified factory tools

TASK: 4612.02.03 (CORE PLUS) PERFORM CORRECTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS

CONDITION(S): In the absence of an available MOS 4616 Reproduction Equipment Repairer, and given references, proper cleaning and lubrication supplies, lithographic equipment/tools, equipment history folders, administrative materials, and specified factory tools.

STANDARD(S): Per the references, ensuring equipment/tool operability.

PERFORMANCE STEPS:

1. Perform a safety check on the equipment/tools.

2. Determine the corrective maintenance required.

3. Prepare the tools and cleaning gear needed to perform the corrective maintenance.

4. Wear the proper safety clothing/equipment while performing preventive maintenance.

5. Perform the corrective maintenance according to manufacturer's specifications.

6. Annotate the corrective maintenance completed and/or discrepancies found on the applicable equipment history folder.

7. Perform quality control by performing a function check on the equipment/tools.

8. File the equipment history folder.

9. Keep Officer In Charge (OIC) and/or Noncommissioned Officer In Charge (NCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

4. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

5. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

6. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

7. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

8. SOP, Standing Operating Procedures

9. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Rags, clean

3. * Equipment history folders

4. * General purpose cleaners

5. * Oil, lightweight

6. * Lithographic equipment/tools

7. * Safety clothing and equipment

8. * Specified factory tools

TASK: 4612.02.05 (CORE PLUS) PERFORM CORRECTIVE MAINTENANCE ON OFFSET PRESS

CONDITION(S): In the absence of an MOS 4616 Reproduction Equipment Repairer, and given references, offset press requiring corrective maintenance, proper cleaning and lubrication supplies, administrative materials, equipment history folders, and specified
factory tools.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Perform a safety check of the equipment.

2. Determine the corrective maintenance required with the applicable equipment history folder.

3. Prepare the tools and cleaning gear needed to perform the corrective maintenance.

4. Perform the corrective maintenance according to manufacturer's specifications.

5. Annotate the corrective maintenance completed and/or discrepancies found on the applicable equipment history folder.

6. Perform quality control by performing a function check on the offset press.

7. File the equipment history folder.

8. Keep the Officer In Charge (OIC) and/or the Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

4. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

5. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

6. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

7. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

8. SOP, Standing Operating Procedures

9. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Rags, clean

3. * Equipment history folders

4. * General purpose cleaners

5. * Oil, lightweight

6. * Press (digital and/or offset)

7. * Specified factory tools

TASK: 4612.02.06 (CORE PLUS) PERFORM CORRECTIVE MAINTENANCE ON BINDERY EQUIPMENT

CONDITION(S): In the absence of an MOS 4616 Reproduction Equipment Repairer, and given references, bindery equipment requiring corrective maintenance, proper cleaning and lubrication supplies, equipment history folders, administrative materials, and specified
factory tools.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Perform a safety check of the equipment.

2. Determine the corrective maintenance required with the applicable equipment history folder.

3. Prepare the tools and cleaning gear needed to perform the corrective maintenance.

4. Perform the corrective maintenance according to manufacturer's specifications.

5. Annotate the corrective maintenance completed and/or discrepancies found on the applicable equipment history folder.

6. Perform quality control by performing a function check on the bindery equipment.

7. File the equipment history folder.

8. Keep the Officer In Charge (OIC) and/or the Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. ST 013, Operator's Manual, Polar-Mohr Paper Cutter, Model 92C, Student Text of Defense Mapping School

4. ST 014, Operator's Manual, Power Paper Folder, Profold (Model 500-VF), Student Text of Defense Mapping School

5. ST 016, Operator's Manual, Challenge Paper Drill (Model EH-3A), Student Text of Defense Mapping School

6. ST 017, Operation and Maintenance Manual, Bostitch Model 7 Book Stitcher, Student Text of Defense Mapping School

7. ST 023, Operator's Manual, Bourg Collator, (Model AE 16), Student Text of Defense Mapping School

8. ST 336, Power Paper Cutter Operation, Polar-Mohr (Model 92CS), Student Text of Defense Mapping School

9. ST 342, Operation of the Power Paper Stitcher (Model 7AW), Student Text of Defense Mapping School

10. ST 434, Safety Rules-Reprographics, Student Text of Defense Mapping School

11. ST 442, Power Paper Drill, Challenge (Model EH-3A), Student Text of Defense Mapping School

12. ST 444, Power Paper Folder, Profold (Model 500-VF), Student Text of Defense Mapping School

13. ST 500, Pre-Operational Procedures, Student Text of Defense Mapping School

14. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Binder

3. * Rags, clean

4. * Equipment history folders

5. * General purpose cleaners

6. * Oil, lightweight

7. * Specified factory tools

TASK: 4612.02.08 (CORE PLUS) INVENTORY LITHOGRAPHIC AND GRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given references, an inventory list, lithographic/graphic equipment and tools, Consolidated Memorandum Report, material packing and equipment list for a fully functional fixed or mobile printing plant, administrative materials, and SL-3 for general purpose toolbox.

STANDARD(S): Per the references, ensuring 100% equipment accountability.

PERFORMANCE STEPS:

1. Review the appropriate inventory records to determine the existence/location of all equipment/tools.

2. Account for all equipment and tools by physically counting each item and matching the item against the inventory records.

3. Resolve any discrepancies between the previous inventory records and the current physical inspection of all lithographic and graphic equipment/tools.

4. Notify the Officer In Charge (OIC) and/or Staff Noncommissioned Officer (SNCOIC) of inventory discrepancies.

INITIAL TRAINING SETTING: MOJT Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

2. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Current Consolidated Memorandum Report

3. * Current inventory list

4. * Graphic equipment/tools

5. * Lithographic equipment/tools

6. * Material packing and equipment list for a fully functional fixed or mobile printing plant

7. * SL-3 for general purpose toolbox

TASK: 4612.02.09 (CORE PLUS) MAINTAIN EQUIPMENT HISTORY FOLDERS

CONDITION(S): Given references, administrative materials, equipment/tools, and equipment history folders.

STANDARD(S): Per the references, ensuring accuracy and currency.

PERFORMANCE STEPS:

1. Create/Maintain a library with the applicable equipment history folders.

2. Review all existing equipment history folders for accuracy and currency, ensuring recorded information includes: Nomenclature, Make, Model, Serial Number, Year Manufactured/Put In Use, Recommended Life Cycle Replacement Date, and Purchase Cost.

3. Ensure the folders are updated on a regular basis and include: Software Updates, Repair History, Equipment Upgrades, and Changes to Equipment Status.

4. Inform the Officer In Charge (OIC) and/or the Staff Noncommissioned Officer In Charge (SNCOIC) of any potential long range problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P1070.12_, Marine Corps Individual Records Administration Manual (Short Title: IRAM)

5. MCO P4400.151_, Intermediate-Level Supply Management Policy Manual

6. TM 4700-15/1H, Ground Equipment Record Procedures

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment history folders

3. * Equipment/Tools

TASK: 4612.02.10 (CORE PLUS) MAINTAIN TECHNICAL PUBLICATIONS

CONDITION(S): Given references, administrative materials, Visual Information (VI) equipment/tools, appropriate hardware/software, and a publications library for a mobile or fixed printing plant.

STANDARD(S): Per the references, ensuring availability and currency of all pertinent publications.

PERFORMANCE STEPS:

1. Upon receipt of equipment, collect all technical publications.

2. Review TM 4700.15/1H for a list of required technical publications.

3. Establish and/or Inventory the publications library to determine the availability and currency of all publications noted in TM 4700.15/1H.

4. Order/Update any technical publications that are outdated or missing from the library.

5. Dispose of outdated publications.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. SL 1-2, Index of Authorized Publications for Equipment Support

6. SL 1-3, Index of Authorized Publications in Stock

7. SOP, Standing Operating Procedures

8. TM 4700-15/1H, Ground Equipment Record Procedures

9. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment/Tools

3. * Hardware/Software

4. * Publications library

5. * Technical publications

TASK: 4612.02.11 (CORE PLUS) MONITOR LITHOGRAPHIC AND REPRODUCTION EQUIPMENT OPERATIONS AND READINESS STATUS

CONDITION(S): Given references, an equipped fixed or mobile printing plant, current equipment inventory, current supply inventory, administrative materials, and equipment history folders.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Review all equipment history folders.

2. Coordinate with Reproduction Equipment Repairer (MOS 4616) and confirm the status of all ongoing repairs.

3. Coordinate with the Section Chiefs (e.g., Supply, Small Press, Mobile Printing Plant, Electronic Imaging, etc.) to determine the status of each section.

4. Procure additional equipment, as required.

5. Inform Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) of any potential long range problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

2. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

3. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

4. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

5. MCO P5600.31_, Marine Corps Publications and Printing Regulations

6. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

7. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

8. SOP, Standing Operating Procedures

9. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Current inventory list

3. * Current supply inventory

4. * Equipment history folders

5. * Fixed or mobile printing plant (fully equipped)

DUTY AREA 03 - COORDINATION AND SUPERVISION

TASK: 4612.03.03 (CORE) COORDINATE LITHOGRAPHIC REQUIREMENTS WITH CUSTOMERS

CONDITION(S): Given references, a computer workstation and accompanying peripherals, desktop publishing software, customer(s), administrative materials, and a job order request form.

STANDARD(S): Per the references, ensuring customer satisfaction and compliance with industry standards.

PERFORMANCE STEPS:

1. Review the job order to determine job specifications.

2. Design a draft using desktop publishing software.

3. Print a proof.

4. Perform a quality control check on the proof.

5. Review the proof with the customer to obtain customer input and acceptance of the proof.

6. Using the approved proof or customer provided original, obtain customer input and acceptance of the final product.

INITIAL TRAINING SETTING: FLC Sustainment: 3 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Computer workstation with accompanying peripherals

4. * Customer(s)

5. * Software, desktop publishing

TASK: 4612.03.04 (CORE) DEMONSTRATE LITHOGRAPHIC APPLICATIONS/CAPABILITIES FOR CUSTOMERS

CONDITION(S): Given references, a computer workstation and peripherals, desktop publishing software, administrative materials, and a Visual Information (VI) catalog of capabilities.

STANDARD(S): Per the references, ensuring demonstration complies with industry standards and relates to the mission(s) of the target audience.

PERFORMANCE STEPS:

1. Perform operations check on all equipment to be demonstrated.
2. Evaluate the audience to determine customer's requirements.
3. Review current capabilities and services that can be provided.
4. Demonstrate capabilities and applications.
5. Provide sample(s) of work.
6. Address and answer customer questions.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Pvt

REFERENCE(S):

1. Software user's guide(s)
2. MCO P5600.31_, Marine Corps Publications and Printing Regulations
3. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies
4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials
2. * Catalog of capabilities
3. * Computer workstation with accompanying peripherals
4. * Software, desktop publishing

TASK: 4612.03.05 (CORE PLUS) SUPERVISE OPERATOR-LEVEL PREVENTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given maintenance log, equipment history folders, lithographic equipment/tools, references, appropriate preventive maintenance cleaning materials, and administrative materials.

STANDARD(S): Per the references, ensuring equipment/tool operability and currency of equipment history folders.

PERFORMANCE STEPS:

1. Review the references identifying manufacturer's preventive maintenance specifications.

2. Review the equipment history folders for accuracy and currency.

3. Make a visual/physical inspection of the equipment/tools.

4. Ensure appropriate cleaning supplies are utilized.

5. Verify quality of the performed preventive maintenance.

6. Coordinate with Reproduction Equipment Repairer (MOS 4616) for any major repair.

7. Inform Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) on the status of equipment operability.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

2. SOP, Standing Operating Procedures

3. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment history folders

3. * General purpose cleaners

4. * Lithographic equipment/tools

5. * Maintenance log

TASK: 4612.03.06 (CORE PLUS) MAINTAIN A HAZARDOUS MATERIALS (HAZMAT) PROGRAM

CONDITION(S): Given a Hazardous Waste accumulation site and logbook; appropriate local, state, and federal Hazardous Materials (HAZMAT) references; a current Hazardous Materials (HAZMAT) program; a Hazardous Material (HAZMAT) handler; Material Safety Data Sheets (MSDS); Hazardous Materials (HAZMAT) labels; appropriate Hazardous Waste storage containers and equipment; and administrative materials.

STANDARD(S): Per the references, ensuring compliance with all regulations/laws.

PERFORMANCE STEPS:

1. Review local, state, and federal guidance and regulations.

2. Ensure the Standing Operating Procedures (SOP) reflect current law and are followed by Marine personnel.

3. Coordinate and conduct all Hazardous Materials (HAZMAT) classes according to local Standing Operating Procedures (SOP).

4. Properly store all Hazardous Materials (HAZMAT).

5. Properly remove and dispose of all Hazardous Waste.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Federal, state, and command Hazardous Materials (HAZMAT) regulations

2. DOD 6050.5-G, Hazardous Material Information System User's Guide

3. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

4. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

5. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

6. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

7. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Hazardous Material (HAZMAT) labels

3. * Hazardous Waste accumulation site and logbook

4. * Hazardous Waste handling equipment

5. * Hazardous Waste storage containers

6. * Material Safety Data Sheet (MSDS)

TASK: 4612.03.07 (CORE PLUS) MONITOR QUALITY CONTROL (QC) PROCEDURES

CONDITION(S): Given references, customer job order requests, ongoing lithographic operations and product production, digital imaging workstation and peripherals, and administrative materials.

STANDARD(S): Per the references, ensuring customer satisfaction and compliance with industry standards.

PERFORMANCE STEPS:

1. Randomly review products and ongoing procedures for work quality.

2. Observe quality control being performed by those assigned to each job order.

3. Take corrective action if quality control is not being applied to each product throughout the process.

4. Collect feedback from customer(s) to ensure satisfaction with the final lithographic product.

5. Inform Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) of any potential shortfalls in the Quality Control (QC) Plan.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Digital imaging workstation and peripherals

4. * Finished product

5. * Lithographic equipment/tools

TASK: 4612.03.08 (CORE PLUS) MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES

CONDITION(S): Given references, an operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets, a job order request, finished product, and administrative materials.

STANDARD(S): Per the references, ensuring compliance with industry standards and customer satisfaction.

PERFORMANCE STEPS:

1. Ensure customer service representative (job planner) is courteous and professional.

2. Review customer service Standing Operating Procedures (SOP).

3. Review the work order for completeness and to determine job specifications.

4. Perform quality check on finished product.

5. Ensure customer satisfaction with the finished product and the customer service procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Customer service representative (job planner)

4. * Customer(s)

5. * Finished product

6. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4612.03.09 (CORE PLUS) SUPERVISE CORRECTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given references, equipment history folders, lithographic equipment/tools in need of corrective maintenance, appropriate cleaning supplies, current inventory list, current Consolidated Memorandum Report, material packing and equipment list for a fixed or mobile printing plant, SL-3 for general purpose toolbox, and administrative materials.

STANDARD(S): Per the references, ensuring equipment/tool operability.

PERFORMANCE STEPS:

1. Ensure safety checks are being performed.

2. Ensure the maintenance is performed according to manufacturer's specifications.

3. Ensure annotations are made on the applicable equipment history folder.

4. Ensure quality control is completed by performing a function check on the equipment/tools.

5. Ensure the updated equipment history folder is properly filed.

6. Ensure the Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) is advised of any potential long range problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. DOD 6050.5-G, Hazardous Material Information System User's Guide

4. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

5. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

6. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

7. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

8. NATIONAL GEOSPATIAL INTELLIGENCE SCHOOL, Various school texts

9. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Current Consolidated Memorandum Report

3. * Current inventory list

4. * Equipment history folders

5. * General purpose cleaners

6. * Lithographic equipment/tools

7. * Material packing and equipment list for a fully functional fixed or mobile printing plant

8. * SL-3 for general purpose toolbox

MOS 4616, REPRODUCTION EQUIPMENT REPAIRER

DUTY AREA 01 - MANAGEMENT AND ADMINISTRATION

TASK: 4616.01.01 (CORE PLUS) MAINTAIN EQUIPMENT HISTORY FOLDERS

CONDITION(S): Given administrative materials, Visual Information (VI) equipment/tools, equipment history folders, appropriate hardware/software, and references.

STANDARD(S): Per the references, ensuring accuracy and currency.

PERFORMANCE STEPS:

1. Conduct an equipment inventory.

2. Ensure each piece of equipment or system has an equipment history folder.

3. Create/Maintain a library with the applicable equipment history folders.

4. Ensure all pertinent data is recorded on the equipment history folders, to include: Nomenclature, Make, Model, Serial Number, Year Manufactured/Put In Use, Recommended Life Cycle Replacement Date, and Purchase Cost.

5. Ensure the folders are updated on a regular basis and include: Software Updates, Repair History, Equipment Updates, and Changes to Equipment Status.

6. File the history folders.

7. Inform the Officer In Charge (OIC) and/or the Staff Noncommissioned Officer In Charge (SNCOIC) of any potential long range problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment history folders

3. * Equipment/Tools

4. * Hardware/Software

TASK: 4616.01.02 (CORE PLUS) MAINTAIN TECHNICAL PUBLICATIONS

CONDITION(S): Given references, administrative materials, Visual Information (VI) equipment/tools, appropriate hardware/software, and a publications library for a mobile or fixed printing plant.

STANDARD(S): Per the references, ensuring availability and currency of all pertinent publications.

PERFORMANCE STEPS:

1. Upon receipt of equipment, collect all training publications.

2. Review TM 4700.15/1H for a list of required technical publications.

3. Inventory the publications library to determine the availability and currency of all publications noted in TM 4700.15/1H.

4. Order/Update any technical publications that are outdated or missing from the library.

5. Dispose of outdated publications.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. SL 1-2, Index of Authorized Publications for Equipment Support

3. SL 1-3, Index of Authorized Publications in Stock

4. SOP, Standing Operating Procedures

5. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment/Tools

3. * Hardware/Software

4. * Publications library

5. * Technical publications

DUTY AREA 02 - EQUIPMENT OPERATIONS

TASK: 4616.02.01 (CORE) PERFORM CORRECTIVE MAINTENANCE ON BINDERY EQUIPMENT

CONDITION(S): Given references, bindery equipment in need of corrective maintenance, specified factory tools, proper cleaning and lubrication supplies, administrative materials, and equipment history folders.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Perform a safety check of the equipment.

2. Determine the corrective maintenance required with the applicable equipment history folder.

3. Prepare the tools and cleaning gear needed to perform the corrective maintenance.

4. Perform the corrective maintenance according to manufacturer's specifications.

5. Annotate the corrective maintenance completed and/or discrepancies found on the applicable equipment history folder.

6. Perform quality control by performing a function check on the bindery equipment.

7. File the equipment history folder.

8. Keep the Officer In Charge (OIC) and/or the Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. ST 013, Operator's Manual, Polar-Mohr Paper Cutter, Model 92C, Student Text of Defense Mapping School

3. ST 014, Operator's Manual, Power Paper Folder, Profold (Model 500-VF), Student Text of Defense Mapping School

4. ST 016, Operator's Manual, Challenge Paper Drill (Model EH-3A), Student Text of Defense Mapping School

5. ST 017, Operation and Maintenance Manual, Bostitch Model 7 Book Stitcher, Student Text of Defense Mapping School

6. ST 023, Operator's Manual, Bourg Collator, (Model AE 16), Student Text of Defense Mapping School

7. ST 336, Power Paper Cutter Operation, Polar-Mohr (Model 92CS), Student Text of Defense Mapping School

8. ST 342, Operation of the Power Paper Stitcher (Model 7AW), Student Text of Defense Mapping School

9. ST 434, Safety Rules-Reprographics, Student Text of Defense Mapping School

10. ST 442, Power Paper Drill, Challenge (Model EH-3A), Student Text of Defense Mapping School

11. ST 444, Power Paper Folder, Profold (Model 500-VF), Student Text of Defense Mapping School

12. ST 500, Pre-Operational Procedures, Student Text of Defense Mapping School

13. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Bindery equipment

3. * Rags, clean

4. * Equipment history folders

5. * General purpose cleaners

6. * Oil, lightweight

7. * Specified factory tools

TASK: 4616.02.02 (CORE) PERFORM CORRECTIVE MAINTENANCE ON COPY CAMERAS

CONDITION(S): Given references, copy camera requiring corrective maintenance, specified factory tools, cleaning and lubrication supplies, administrative materials, and equipment history folders.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Perform a safety check of the equipment.

2. Determine the corrective maintenance required with the applicable equipment history folder.

3. Prepare the tools and cleaning gear needed to perform the corrective maintenance.

4. Perform the corrective maintenance according to the manufacturer's

specifications.

a. For Vacuum Back:

1. Check pump for suction and proper lubrication.

2. Check vacuum hose for leaks and proper seal.

3. Check vacuum back for plugged holes.

b. For Glass Assembly:

1. Check the tolerance between vacuum back and focusing glass.

2. Adjust focus glass with shims, as required.

c. For Camera Bellows Assembly:

1. Extend bellows.

2. Inspect for cracks and wear.

d. For Lighting Assembly:

1. Visually inspect all connections.

2. Visually inspect all lights.

3. Troubleshoot electronics and repair, as required.

e. For Camera Lenseboard Assembly:

1. Visually inspect for foreign matters on runners.

2. Lubricate, per operator's manual.

3. Troubleshoot and repair, as required.

f. For Aligning and Calibration of Process Camera Planes:

1. Check for proper distance between copyboard and lenseboard using trammeling rod.

2. Check for proper distance between lenseboard and vacuum back using trammeling rod.

3. Operate camera and check image to reproduction at 100%.

4. Troubleshoot and repair, per appropriate manufacturer's service manual.

5. Annotate the corrective maintenance completed and/or discrepancies found on the applicable equipment history folder.

6. Perform quality control by performing a function check on the copy camera.

7. File the equipment history folder.

8. Keep the Officer In Charge (OIC) and/or the Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. DEFENSE MAPPING SCHOOL MATERIALS, Various Student Texts (ST) from the Ft. Belvoir Defense Mapping School

3. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

4. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

5. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

6. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

7. SOP, Standing Operating Procedures

8. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, copy

3. * Rags, clean

4. * Equipment history folders

5. * General purpose cleaners

6. * Oil, lightweight

7. * Specified factory tools

TASK: 4616.02.03 (CORE) PERFORM CORRECTIVE MAINTENANCE ON A DIGITAL DUPLICATOR

CONDITION(S): Given references, digital duplicator requiring corrective maintenance, specified factory tools, cleaning and lubrication supplies, administrative materials, and equipment history folders.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Perform a safety check on the equipment.

2. Determine the corrective maintenance required with the applicable equipment history folder.

3. Prepare the tools and cleaning gear needed to perform the corrective maintenance.

4. Perform the corrective maintenance according to manufacturer's specifications.

5. Annotate the corrective maintenance completed and/or discrepancies found on the applicable equipment history folder.

6. Perform quality control by performing a function check on the digital duplicator.

7. File the equipment history folder.

8. Keep the Officer In Charge (OIC) and/or the Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. DEFENSE MAPPING SCHOOL MATERIALS, Various Student Texts (ST) from the Ft. Belvoir Defense Mapping School

3. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

4. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

5. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

6. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

7. SOP, Standing Operating Procedures

8. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Rags, clean

3. * Duplicator, digital with computer interface

4. * Equipment history folders

5. * General purpose cleaners

6. * Oil, lightweight

7. * Specified factory tools

TASK: 4616.02.04 (CORE) PERFORM CORRECTIVE MAINTENANCE ON OFFSET PRESSES

CONDITION(S): Given references, offset presses in need of corrective maintenance, specified factory tools, proper cleaning and lubrication supplies, administrative materials, and equipment history folders.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Perform safety check with operator.

2. Determine what corrective maintenance needs to be performed.

   a. For Feeder Assembly:

      1. Ensure paper feeder tray is level and moves freely.

      2. Set blowers and vacuum to ensure proper feeding.

      3. Ensure paper guides move freely and lock in place, as required.

   b. For Inking Assembly:

      1. Inspect ink fountain and ductor rollers for proper rotation and ink coverage.

      2. Check ink roller assembly for proper distribution of ink.

      3. Check pressure from ink rollers to plate with ink beads on dry plate material.

   c. For Delivery assembly:

      1. For tray delivery, adjust jogging assembly for paper size.

      2. For chain delivery, check timing from impression cylinder grippers to chain delivery; check chain delivery griper pressure; check timing of release from chain delivery grippers; adjust jogging assembly for paper size.

   d. For Air and Vacuum Pump:

      1. Check all vacuum hoses and blower hoses for damage.

      2. Inspect pump and motor for proper oiling and lubricate, as required.

3. Prepare the tools needed to perform the corrective maintenance.

4. Perform the maintenance according to manufacturer's specifications.

5. Annotate the corrective maintenance completed and/or discrepancies found on the applicable equipment history folder.

6. Perform quality control by performing a function check of the equipment.

7. File the equipment history folder.

8. Inform Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. DEFENSE MAPPING SCHOOL MATERIALS, Various Student Texts (ST) from the Ft. Belvoir Defense Mapping School

4. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

5. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

6. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

7. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

8. SOP, Standing Operating Procedures

9. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Rags, clean

3. * Equipment history folders

4. * General purpose cleaners

5. * Oil, lightweight

6. * Press, Offset

7. * Specified factory tools

TASK: 4616.02.05 (CORE) PERFORM CORRECTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given references, lithographic equipment/tools in need of corrective maintenance, specified factory tools, proper cleaning and lubrication supplies, administrative materials, and equipment history folders.

STANDARD(S): Per the references, ensuring equipment/tool operability.

PERFORMANCE STEPS:

1. Perform a safety check on the equipment/tools.

2. Determine the preventive maintenance required by referring to the equipment history folders.

3. Prepare the tools and cleaning gear needed to perform the preventive maintenance.

4. Perform the maintenance according to manufacturer's specifications.

5. Annotate the preventive maintenance completed and/or discrepancies found on the applicable equipment history folder.

6. Perform quality control by performing a function check on the equipment and tools.

7. File the equipment history folder.

8. Keep Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. DEFENSE MAPPING SCHOOL MATERIALS, Various Student Texts (ST) from the Ft. Belvoir Defense Mapping School

4. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

5. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

6. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

7. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

8. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Rags, clean

3. * Equipment history folders

4. * General purpose cleaners

5. * Oil, lightweight

6. * Lithographic equipment/tools

7. * Specified factory tools

TASK: 4616.02.06 (CORE) PERFORM PREVENTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given references, lithographic equipment/tools, specified factory tools, proper cleaning and lubrication supplies, administrative materials, and equipment history folders.

STANDARD(S): Per the references, ensuring equipment/tool operability.

PERFORMANCE STEPS:

1. Perform a safety check on the equipment/tools.

2. Determine the preventive maintenance required by referring to the equipment history folder.

3. Prepare the tools and cleaning gear needed to perform the preventive maintenance.

4. Perform the maintenance according to manufacturer's specifications.

5. Annotate the preventive maintenance completed and/or discrepancies found on the applicable equipment history folder.

6. Perform quality control by performing a function check on the equipment and tools.

7. File the maintenance equipment history folder.

8. Keep Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. DEFENSE MAPPING SCHOOL MATERIALS, Various Student Texts (ST) from the Ft. Belvoir Defense Mapping School

4. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Rags, clean

3. * Equipment history folders

4. * General purpose cleaners

5. * Oil, lightweight

6. * Lithographic equipment/tools

7. * Specified factory tools

TASK: 4616.02.07 (CORE) PERFORM PREVENTIVE MAINTENANCE ON GRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given references, graphic equipment/tools, specified factory tools, proper cleaning and lubrication supplies, administrative materials, and equipment history folders.

STANDARD(S): Per the references, ensuring equipment/tool operability.

PERFORMANCE STEPS:

1. Perform a safety check of the equipment/tools.

2. Determine the preventive maintenance required by referring to the applicable equipment history folder.

3. Prepare the tools and cleaning gear needed to perform the preventive maintenance.

4. Perform the maintenance according to manufacturer's specifications.

5. Annotate the preventive maintenance completed and/or discrepancies found on the applicable equipment history folder.

6. Perform quality control by performing a function check on the equipment and tools.

7. File the equipment history folder.

8. Keep Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. DEFENSE MAPPING SCHOOL MATERIALS, Various Student Texts (ST) from the Ft. Belvoir Defense Mapping School

4. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Rags, clean

3. * Equipment history folders

4. * General purpose cleaners

5. * Graphic equipment/tools

6. * Oil, lightweight

7. * Specified factory tools

DUTY AREA 03 - COORDINATION AND SUPERVISION

TASK: 4616.03.01 (CORE PLUS) MONITOR LITHOGRAPHIC AND REPRODUCTION EQUIPMENT OPERATIONS AND READINESS STATUS

CONDITION(S): Given references, a fully equipped fixed or mobile printing plant, current equipment inventory, current supply inventory, administrative materials, and equipment history folders.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Review all equipment history folders.

2. Coordinate with appropriate Reproduction Equipment Repairer and confirm the status of all ongoing repairs.

3. Coordinate with the Section Chiefs (e.g., Supply, Small Press, Mobile Printing Plant, Electronic Imaging, etc.) to determine the status of each section.

4. Procure additional equipment, as required.

5. Inform Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) of any potential long range problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. DEFENSE MAPPING SCHOOL MATERIALS, Various Student Texts (ST) from the Ft. Belvoir Defense Mapping School

2. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

3. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

4. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

5. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

6. MCO P5600.31_, Marine Corps Publications and Printing Regulations

7. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

8. SOP, Standing Operating Procedures

9. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Current inventory list

3. * Current supply inventory

4. * Equipment history folders

5. * Fixed or mobile printing plant (fully equipped)

TASK: 4616.03.02 (CORE PLUS) SUPERVISE CORRECTIVE MAINTENANCE ON LITHOGRAPHIC AND REPRODUCTION EQUIPMENT/TOOLS

CONDITION(S): Given references, administrative materials, a fully equipped fixed or mobile printing plant, current supply inventory, current inventory list, and equipment history folders.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Review all equipment history folders.

2. Coordinate with appropriate Reproduction Equipment Repairer and confirm the status of all ongoing repairs.

3. Coordinate with Section Chiefs (e.g., Supply, Small Press, Mobile Printing Plant, Electronic Imaging, etc.) about the status of each section and make any procurements, as required.

4. Inform Officer In Charge (OIC) and/or Staff Non-Commissioned Officer In Charge (SNCOIC) of any potential long range problems.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. DEFENSE MAPPING SCHOOL MATERIALS, Various Student Texts (ST) from the Ft. Belvoir Defense Mapping School

4. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

5. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

6. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

7. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

8. SOP, Standing Operating Procedures

9. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Current inventory list

3. * Current supply inventory

4. * Equipment history folders

5. * Fixed or mobile printing plant (fully equipped)

MOS 4641, COMBAT PHOTOGRAPHER

DUTY AREA 01 - PHOTOGRAPHY

TASK: 4641.01.01 (CORE) ACQUIRE STILL IMAGES

CONDITION(S): Given digital/photographic acquisition equipment and media, a computer workstation with accompanying peripherals, administrative materials, and references.

STANDARD(S): Per the references, complying with industry standards for publication.

PERFORMANCE STEPS:

1. Determine lighting requirements.

2. Determine media requirements.

3. Load camera with desired media.

4. Equip camera with specified lenses and flash units, as required.

5. Ensure proper exposure, composition, and focus.

6. Click shutter release and capture image.

7. Gather caption information.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Software user's guide(s)

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

5. PHOTOGRAPHY, Civilian reference by Barbara London (Editor) and John Upton (Contributer), 6th edition, Harper Collins College Publishers, 1997

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, photographic

3. * Computer workstation with accompanying peripherals

4. * Flash units, photographic

5. * Digital storage media (for digital camera)

6. * Film, photographic media

7. * Lenses, photographic

TASK: 4641.01.02 (CORE) DIGITIZE IMAGERY

CONDITION(S): Given negative, positive, or photographic print; digital imaging workstation and peripherals; references; current desktop publishing and graphic editing software; and administrative supplies.

STANDARD(S): Per the references, ensuring compliance with established industry standards for visual quality and clarity.

PERFORMANCE STEPS:

1. Prep negative, positive, or photograph for digitization.

2. Load negative or positive in film carriage for digital acquisition.

3. Load photograph on flatbed or drum scanner.

4. Import image via acquisition software at maximum resolution.

5. Using current photographic editing software, correct image for crop, size, color, and contrast.

6. Save image resolution according to customer's request, using the Visual Information Record Identification Number (VIRIN) as filename.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Software user's guide(s)

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Imagery

4. * Scanner

5. * Software, desktop publishing

6. * Software, Raster Editing

TASK: 4641.01.03 (CORE) CAPTION IMAGERY

CONDITION(S): Given an image, current captioning software, digital imaging workstation and peripherals, complete caption information, administrative materials, and references.

STANDARD(S): Per the references, ensuring captioning answers "who, what, when, where, why, and how."

PERFORMANCE STEPS:

1. Acquire image.

2. Input caption information (e.g., who, what, where, when, why, and how; Visual Information Record Identification Number (VIRIN); photographer's data; dates; etc.) using current industry standard software.

3. Quality control image and save information.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. CJCSI 3205.01, Joint Combat Camera

3. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

4. DOD DIRECTIVE 5040.3, DoD Joint Visual Information Services

5. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

6. DOD DIRECTIVE 5230.9, Clearance of DoD Information for Public Release

7. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

8. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Caption information

3. * Digital imaging workstation and peripherals

4. * Imagery

5. * Software, desktop publishing

TASK: 4641.01.04 (CORE) WRITE A VISUAL INFORMATION RECORD IDENTIFICATION NUMBER (VIRIN)

CONDITION(S): Given images and photographer's data, digital imaging workstation and peripherals, desktop publishing software, administrative materials, and references.

STANDARD(S): Per the references, utilizing the correct format.

PERFORMANCE STEPS:

1. Acquire images.

2. Create the Visual Information Record Identification Number (VIRIN) using the following information in the proper format:

a. Write the date of acquisition in the following format: YYMMDD (000711).

b. Annotate the branch of service utilizing the appropriate alpha character (M-Marine, N-Navy, F-Air Force, A-Army). (000711-M).

c. Identify the photographer by annotating the last 4 digits of the Marine's Social Security Number (000711-M-1234).

d. Annotate the first letter of the photographer's last name (000711-M-1234C).

e. In sequence, log the number of photographs recorded that day in triple digit format. Image number (001). (000711-M-1234C-001).

VIRIN example - (000711-M-1234C-001).

3. Save image as Visual Information Record Identification Number (VIRIN) file name.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. CJCSI 3205.01, Joint Combat Camera

3. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Imagery

4. * Information from photographer/videographer

5. * Software, desktop publishing

ADMINISTRATIVE INSTRUCTIONS: Every image must have a Visual Information Record Identification Number (VIRIN).

TASK: 4641.01.05 (CORE) COORDINATE PHOTOGRAPHIC REQUIREMENTS WITH CUSTOMERS

CONDITION(S): Given a customer's photographic request, administrative materials, an audiovisual job order request form, appropriate photographic equipment, and references.

STANDARD(S): Per the references, ensuring customer satisfaction.

PERFORMANCE STEPS:

1. Consult with customers to determine job requirements.

2. Determine supportability of customer's request.

3. Fill out audiovisual job order.

4. Ensure complete description of work is attached to the work order.

5. Initiate support.

6. Quality check product.

7. Provide completed product to customer and obtain customer input and acceptance of product.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Customer(s)

4. * Photographic equipment/tools

TASK: 4641.01.06 (CORE) DEMONSTRATE PHOTOGRAPHIC APPLICATIONS/CAPABILITIES FOR COMMANDERS/CUSTOMERS

CONDITION(S): Given administrative materials, the references, digital imaging workstation and peripherals, desktop publishing software, and current in-house photographic equipment.

STANDARD(S): Per the references, ensuring demonstration complies with industry standards and relates to the mission(s) of the target audience.

PERFORMANCE STEPS:

1. Perform operations check on all equipment to be demonstrated.

2. Evaluate audience to determine commanders'/customers' requirements.

3. Review current capabilities and services that can be provided.

4. Demonstrate capabilities and applications.

5. Provide sample(s) of work preformed.

6. Address and answer customer questions.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Software user's guide(s)

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, photographic

3. * Digital imaging workstation and peripherals

4. * Scanner

5. * Software, desktop publishing

TASK: 4641.01.07 (CORE) PERFORM INVESTIGATIVE PHOTOGRAPHY

CONDITION(S): Given investigative requirements as defined by Naval Criminal Investigative Service (NCIS), Provost Marshal Office (PMO), Criminal Investigative Division (CID), etc.; image acquisition equipment and media; photographic logbook; administrative materials; digital imaging workstation and peripherals; and references.

STANDARD(S): Per the references, complying with specified investigative procedures.

PERFORMANCE STEPS:

1. Perform operations check on photographic equipment.

2. Determine lighting conditions.

3. Equip camera with required media, lenses, and flash units.

4. Ensure proper composition, exposure, and focus.

5. Acquire image.

6. Complete investigative photographic logbook.

7. Process imagery according to investigative requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, photographic

3. * Digital imaging workstation and peripherals

4. * Flash units, photographic

5. * Input from Provost Marshal, Criminal Investigative Division, and/or Naval Investigative Service

6. * Logbook

7. * Photographic printer

8. * Scanner

9. * Film

10. * Film, photographic media

11. * Lenses, photographic

ADMINISTRATIVE INSTRUCTIONS: Photographic requirements for investigations will be defined by local investigative units (e.g., Naval Criminal Investigative Service, Provost Marshal Office, Criminal Investigative Division, etc.).

TASK: 4641.01.08 (CORE) PHOTOGRAPH AN AIRCRAFT MISHAP

CONDITION(S): Given a scenario involving an aircraft mishap, investigative requirements as defined by Staff Judge Advocate (SJA) investigative officers, photographic acquisition equipment and media, digital imagery work station and peripherals, administrative materials, and references.

STANDARD(S): Per the references and complying with current Staff Judge Advocate (SJA) investigative procedures.

PERFORMANCE STEPS:

1. Receive mission.

2. Determine photographic acquisition equipment and media required.

3. Perform operations check on all equipment.

4. Coordinate photographic requirements with mishap officer.

5. Determine lighting conditions.

6. Equip camera with required media, lenses, and flash units.

7. Acquire image.

8. Process imagery according to investigative requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, photographic

3. * Digital imaging workstation and peripherals

4. * Flash units, photographic

5. * Input from Staff Judge Advocate (SJA) investigative officer(s)

6. * Digital storage media (for digital camera)

7. * Photographic printer

8. * Scanner

9. * Film, photographic media

10. * Lenses, photographic

ADMINISTRATIVE INSTRUCTIONS: Photographic requirements for investigations will be defined by the Staff Judge Advocate (SJA) investigative officers (e.g., over all aerial, 360 degree of crash site, close up photos of broken equipment, etc.).

TASK: 4641.01.09 (CORE) PERFORM STUDIO PHOTOGRAPHY

CONDITION(S): Given a photographic subject, studio with background and appropriate lighting equipment, studio camera and appropriate lenses, flash meter, media, and references.

STANDARD(S): Per the references, complying with industry standards.

PERFORMANCE STEPS:

1. Determine required studio image.

2. Determine required media.

3. Determine required camera, background, and lighting.

4. Load media in camera.

5. Position subject.

6. Adjust lighting.

7. Meter lighting.

8. Acquire image.

9. Process media.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. KODAK PUBLICATION 0-4, Professional Portrait Techniques, 1987

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

5. PHOTOGRAPHY, Civilian reference by Barbara London (Editor) and John Upton (Contributer), 6th edition, Harper Collins College Publishers, 1997

TRAINING MATERIEL:

1. * Camera, photographic

2. * Flash units, photographic

3. * Digital storage media (for digital camera)

4. * Photographic subject

5. * Studio with background and appropriate lighting equipment

6. * Film, photographic media

7. * Lenses, photographic

ADMINISTRATIVE INSTRUCTIONS: Studio photography encompasses official command portraits, promotion style portraits, and passport/immigration photographs.

TASK: 4641.01.10 (CORE) PRINT PHOTOGRAPHIC IMAGE

CONDITION(S): Given current photographic printing equipment, desktop publishing software, digital imaging workstation and peripherals, an acquired photographic image, and references.

STANDARD(S): Per the references, complying with industry standards for publication.

PERFORMANCE STEPS:

1. Correct photographic image for color and contrast and prepare image for size and crop using current photographic printing equipment.

2. Print image.

3. Ensure quality control.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Software user's guide(s)

3. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

TRAINING MATERIEL:

1. * Digital imaging workstation and peripherals

2. * Photographic image

3. * Photographic printer

4. * Software, desktop publishing

TASK: 4641.01.11 (CORE PLUS) DOCUMENT EXPEDITIONARY OPERATIONS

CONDITION(S): Given an expeditionary operation, a mission summary, photographic acquisition/transmission equipment, references, desktop publishing software, and expeditionary digital imagery workstation and peripherals.

STANDARD(S): Per the references, complying with Department of Defense (DoD)/industry standards and the mission commander's guidance.

PERFORMANCE STEPS:

1. Review the concept of operations.

2. Determine media; lighting; and required photographic acquisition, storage, and transmission equipment.

3. Perform operations check on all equipment.

4. Establish Point Of Contact (POC).

5. Determine specialized equipment/gear required to document mission.

6. Coordinate and participate in pre-deployment planning process.

7. Inform on-scene commander of capabilities.

8. Establish plan for documentation of expeditionary operations (e.g., aerial reconnaissance, route reconnaissance, amphibious assaults, battle damage assessment, etc.).

9. Coordinate missions.

10. Acquire imagery, encompassing all elements of the Marine Air Ground Task Force (MAGTF). Ensure all images are properly captioned and assigned a Visual Information Record Identification Number (VIRIN).

11. Support mission commanders with acquired imagery (e.g., S-2 with aerial reconnaissance and battle damage assessment, S-3 with route reconnaissance, etc.).

12. Transmit imagery to required agencies.

13. Organize and catalog documented expeditionary operations imagery for historical archives and post production.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. CJCSI 3205.01, Joint Combat Camera

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

5. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, photographic

3. * Digital imaging workstation and peripherals

4. * Digital medium (CD)

5. * Flash units, photographic

6. * International Maritime Satellite (INMARSAT)

7. * Imagery

8. * Night Vision Lenses, photographic

9. * Digital storage media (for digital camera)

10. * Personal Data Controller 400 (VDC 400)

11. * Photographic printer

12. * Satellite Communications (SATCOM) equipment

13. * Scanner

14. * Software, desktop publishing

15. * Film, photographic media

16. * Lenses, photographic

17. * Mission summary

TASK: 4641.01.12 (CORE) PERFORM SURVEILLANCE/RECONNAISSANCE/INTELLIGENCE (SRI) PHOTOGRAPHY

CONDITION(S): Given a mission; photographic acquisition, transmission, and storage equipment and media; expeditionary digital imagery workstation and peripherals; desktop publishing software; references; and administrative materials.

STANDARD(S): Per the references, complying with Department of Defense (DoD)/industry standards and the mission commander's guidance.

PERFORMANCE STEPS:

1. Receive the mission.

2. Determine media; lighting; and required photographic acquisition, storage, and transmission equipment.

3. Perform operations check on all equipment.

4. Establish Point Of Contact (POC).

5. Determine specialized equipment/gear required to document mission.

6. Inform on-scene commander of capabilities.

7. Establish plan for acquisition (e.g., aerial reconnaissance - altitude and helo sortie; route recon - vehicle coordination and route verification, etc.).

8. Coordinate missions with commanders.

9. Acquire and caption imagery.

10. Support mission commanders with acquired imagery.

11. Transmit imagery to required agencies.

12. Organize, catalog, and distribute documented imagery for historical archives and post production.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, photographic

3. * Digital imaging workstation and peripherals

4. * Flash units, photographic

5. International Maritime Satellite (INMARSAT)

6. * Mission

7. * Night Vision Lenses, photographic

8. * Digital storage media (for digital camera)

9. * Personal Data Controller 400 (VDC 400)

10. * Photographic printer

11. Satellite Communications (SATCOM) equipment

12. * Scanner

13. * Software, desktop publishing

14. * Film, photographic media

15. * Lenses, photographic

ADMINISTRATIVE INSTRUCTIONS: Transmission equipment will be dependent on mission requirements.

TASK: 4641.01.13 (CORE) TRANSMIT DIGITAL IMAGERY

CONDITION(S): Given captioned imagery, digital imaging workstation and peripherals, digital transmission equipment, desktop publishing software, access to network and/or satellite, references, and administrative materials.

STANDARD(S): Per the references, ensuring successful receipt by the recipient of an intact file in an electronic format compatible with standard desktop publishing software.

PERFORMANCE STEPS:

1. Review work order to determine job order specifications (e.g., file format, resolution, etc.).

2. Edit imagery (e.g., color correct, scale, filter, etc.) and caption data.

3. Ensure all images have required Visual Information Record Identification Number (VIRIN).

4. Perform quality control.

5. Save the digital imagery to the format specified in the job order.

6. Determine transmission destination/agency.

7. Upload the digitized imagery to the server, satellite, or direct account.

8. Transmit the finalized digital imagery to the customer.

9. Confirm successful transmission with customer.

10. Document transmission.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. CJCSI 3205.01, Joint Combat Camera

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Access to network or satellite

2. * Administrative materials

3. * Digital imaging workstation and peripherals

4. International Maritime Satellite (INMARSAT)

5. * Personal Data Controller 400 (VDC 400)

6. Satellite Communications (SATCOM) equipment

7. * Software, desktop publishing

ADMINISTRATIVE INSTRUCTIONS: Transmission is mandatory. Local Standing Operating Procedures (SOP) will dictate medium of transmission which depends on availability of equipment, location, and requirements of the receiving agencies.

TASK: 4641.01.14 (CORE) PHOTOGRAPH UNCONTROLLED ACTION

CONDITION(S): Given photographic acquisition equipment and media, an uncontrolled environment, references, and administrative materials.

STANDARD(S): Per the references, complying with industry standards.

PERFORMANCE STEPS:

1. Determine lighting conditions.

2. Equip camera with proper media, lenses, and flash units.

3. Compose image, focus, and ensure proper exposure.

4. Acquire image.

5. Caption image.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

4. PHOTOGRAPHY, Civilian reference by Barbara London (Editor) and John Upton (Contributer), 6th edition, Harper Collins College Publishers, 1997

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, photographic

3. * Flash units, photographic

4. * Night Vision Lenses, photographic

5. * Digital storage media (for digital camera)

6. * Film, photographic media

7. * Lenses, photographic

TASK: 4641.01.15 (CORE) PREPARE A PHOTO STORY FOR PUBLICATION

CONDITION(S): Given a digital imaging workstation and peripherals, images, desktop publishing software, references, and administrative materials.

STANDARD(S): Per the references, complying with Department of Defense (DoD)/industry standards for publication.

PERFORMANCE STEPS:

1. Select images.

2. Edit images for color, crop, and contrast.

3. Create thumbnail (working copy).

4. Arrange imagery.

5. Add cutlines (caption information).

6. Edit content for proper aesthetics, grammar, spelling, and style (e.g., equal white space, proper spacing, alignment, etc.).

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

3. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

4. DOD DIRECTIVE 5230.9, Clearance of DoD Information for Public Release

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

7. PHOTOGRAPHY, Civilian reference by Barbara London (Editor) and John Upton (Contributer), 6th edition, Harper Collins College Publishers, 1997

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Photographic image

4. * Software, desktop publishing

TASK: 4641.01.16 (CORE PLUS) DEVELOP AN AESTHETIC LOOK FOR ILLUSTRATION AND DESIGN PRODUCTS

CONDITION(S): Given imagery, current desktop publishing software, digital imaging workstation and peripherals, references, and administrative materials.

STANDARD(S): Per the references, complying with industry standards for publication and ensuring standard design principles are applied.

PERFORMANCE STEPS:

1. Develop concept.

2. Create thumbnail (working copy).

3. Select imagery.

4. Select text.

5. Create blank document.

6. Import and place imagery and text.

7. Add stylistic components (e.g., balance, rhythm, uniformity, graphic enhancements, etc.).

8. Ensure quality control.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Imagery

4. * Photographic image

5. * Software, desktop publishing

TASK: 4641.01.17 (CORE PLUS) PRODUCE A COMPREHENSIVE VISUAL HISTORY OF A UNIT

CONDITION(S): Given images, digital imaging workstation and peripherals, desktop publishing software, digital acquisition equipment, references, and administrative materials.

STANDARD(S): Per the references, ensuring historical accuracy and commander/command historian satisfaction.

PERFORMANCE STEPS:

1. Acquire imagery which accurately reflects the unit's operations/history.

2. Caption imagery.

3. Archive imagery.

4. Produce Visual Information (VI) product, as requested.

5. Ensure commander/command historian satisfaction with the final product.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Digital acquisition equipment

4. * Photographic image

5. * Software, desktop publishing

ADMINISTRATIVE INSTRUCTIONS: Command chronology is an ongoing process. Local Standing Operating Procedures (SOP) will dictate appropriate procedures.

TASK: 4641.01.18 (CORE) PRODUCE A PHOTOGRAPHIC PRODUCT (E.G., ALBUM, COLLAGE, COMPACT DISK, POSTER, ETC.)

CONDITION(S): Given imagery, photographic printer, production equipment/tools, digital imaging workstation and peripherals, medium, desktop publishing software, references, and administrative materials.

STANDARD(S): Per the references, ensuring customer satisfaction and adherence to industry standards.

PERFORMANCE STEPS:

1. Acquire imagery.

2. Correct for color, contrast, and crop.

3. Arrange product aesthetically in manner designated by the customer, if applicable.

4. Assemble product.

5. Quality control product.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Digital medium (CD)

4. * Equipment/Tools

5. * Photographic image

6. * Photographic printer

7. * Software, desktop publishing

TASK: 4641.01.19 (CORE PLUS) FINISH PRINTED JOBS (E.G., CUT TO SIZE, MOUNT, BIND, ETC.)

CONDITION(S): Given a photographic product, post production materials and equipment, references, and administrative supplies.

STANDARD(S): Per the references, complying with industry standards.

PERFORMANCE STEPS:

1. Gather photographic prints.

2. Perform post production work (e.g., cut, mount, bind, etc.).

3. Label prints with audiovisual job order number.

4. Ensure quality control.

5. Notify customer to pick up finished products.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

TRAINING MATERIEL:

1. * Adhesive, glue, spray mount

2. * Administrative materials

3. Board, poster, various colors

4. Digital medium (CD)

5. * Finished product

6. * Labels, audiovisual

7. Lamination

8. Overlay material

9. * Paper cutter

10. Photo album

11. * Table, work

DUTY AREA 02 - MAINTENANCE

TASK: 4641.02.01 (CORE) PERFORM OPERATOR-LEVEL PREVENTIVE MAINTENANCE ON PHOTOGRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given photographic equipment/tools, appropriate cleaning supplies and tools, maintenance log, equipment history folders, references, and administrative materials.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Identify equipment requiring maintenance.

2. Consult manufacturer's references on preventive maintenance.

3. Collect appropriate cleaning supplies.

4. Conduct first echelon preventive maintenance, per manufacturer's specifications.

5. Record maintenance performed in maintenance log and equipment history folders.

6. Perform quality control by performing a function check on the equipment.

7. File the equipment history folder.

8. Keep Officer In Charge (OIC) and/or Staff Noncommissioned Officer in Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. Kodak Z Manuals

4. Local Standing Operating Procedures (SOP)

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

7. TM 4700-15/1H, Ground Equipment Record Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Canned air

3. * Equipment history folders

4. * General purpose cleaners

5. * Lens tissue

6. * Maintenance log

7. * Photograhic maintenance brushes

8. * Photographic equipment/tools

TASK: 4641.02.02 (CORE PLUS) SUPERVISE PREVENTIVE AND CORRECTIVE MAINTENANCE ON PHOTOGRAPHIC EQUIPMENT/TOOLS

CONDITION(S): Given maintenance log, photographic equipment/tools requiring maintenance, equipment history folders, references, and administrative materials.

STANDARD(S): Per the references, ensuring equipment/tool operability.

PERFORMANCE STEPS:

1. Consult manufacturer's reference on preventive/corrective maintenance.

2. Verify maintenance log.

3. Gather preventive/corrective maintenance equipment.

4. Delegate preventive maintenance, as required.

5. Submit equipment to maintenance section for corrective maintenance.

6. Ensure proper documentation/tracking of prescribed maintenance.

7. Verify thoroughness of completed maintenance by performing an operations check on equipment/tools.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. Kodak Z Manuals

4. Local Standing Operating Procedures (SOP)

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment history folders

3. * Equipment/Tools

4. * Maintenance log

DUTY AREA 03 - SUPERVISION AND ADMINISTRATION

TASK: 4641.03.01 (CORE PLUS) LOG WORK REQUESTS

CONDITION(S): Given completed job order request forms, administrative materials, computer workstation and peripherals, photographic work request logbook/database, and references.

STANDARD(S): Per the references, ensuring accuracy and completeness.

PERFORMANCE STEPS:

1. Gather job order request forms.

2. Ensure completeness and accuracy of each job order request form.

3. Identify the Point Of Contact (POC) information on the request form.

4. Assign a job order number.

5. Log work requests in computer database and/or logbook.

6. File logged in request forms in chronological order.

7. Assign a due date to each project.

8. Record all information regarding man-hours and materials expended.

9. Contact the requester when job is completed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Audiovisual job order database

4. * Computer workstation with accompanying peripherals

5. * Logbook

TASK: 4641.03.02 (CORE PLUS) MONITOR QUALITY CONTROL (QC) PROCEDURES

CONDITION(S): Given references, customer job order requests, ongoing photographic operations and product production, digital imaging workstation and peripherals, and administrative materials.

STANDARD(S): Per the references, ensuring compliance with industry standards.

PERFORMANCE STEPS:

1. Randomly review products and ongoing procedures for work quality.

2. Ensure quality control is performed on each customer job order request.

3. Take corrective action if quality control is not being applied to each product throughout the process.

4. Collect feedback from customer(s) to ensure satisfaction with the final photographic product.

5. Inform Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) of any potential shortfalls in the Quality Control (QC) Plan.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Software user's guide(s)

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Digital imaging workstation and peripherals

4. * Finished product

5. * Photographic equipment/tools

ADMINISTRATIVE INSTRUCTIONS: The Quality Control (QC) Plan establishes an active and ongoing process. The quality of distributed products is a direct reflection of the unit and its personnel. Ensure all distributed photographic products are of the highest quality.

TASK: 4641.03.03 (CORE PLUS) MONITOR A SAFETY AND HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PLAN

CONDITION(S): Given a Safety and Hazardous Materials (HAZMAT) Management Plan, Hazardous Materials (HAZMAT) accumulation site and logbook, administrative materials, appropriate Hazardous Materials (HAZMAT) records, Personal Protective Gear (PPG), and references.

STANDARD(S): Per the references, complying with federal/state/local/base Safety and Hazardous Materials (HAZMAT) regulations.

PERFORMANCE STEPS:

1. Review the existing Hazardous Materials (HAZMAT) Management Plan.

2. Ensure plan complies with all pertinent Hazardous Materials (HAZMAT) regulations.

3. Train personnel in accordance with plan.

4. Execute the plan, ensuring all appropriate Hazardous Materials (HAZMAT) records are maintained/updated.

5. Supervise and monitor the plan.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Federal, state, and command Hazardous Materials (HAZMAT) regulations

2. Local Standing Operating Procedures (SOP)

3. DOD 6050.5-G, Hazardous Material Information System User's Guide

4. DOD 6050.5-G-1, DoD Federal Hazard Communication Training Program Trainer's Guide

5. DOD 6050.5-H, DoD Hazardous Chemical Warning Labeling System

6. DOD 6050.5-L, DoD Hazardous Materials Information System Hazardous Item Listing

7. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

8. DOD INSTRUCTION 6050.5, DoD Hazard Communication Program

9. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

10. MCO 4555.3_, Recovery and Utilization of Precious Metals

11. MCO P5100.8_, Marine Corps Occupational Safety and Health (OSH) Program Manual

12. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hazardous Material (HAZMAT) labels

3. * Hazardous Waste accumulation site and logbook

4. * Material Safety Data Sheet (MSDS)

5. * Personal Protective Gear (PPG)

6. * Safety/Hazardous Material (HAZMAT) Management Plan

ADMINISTRATIVE INSTRUCTIONS: Safety and Hazardous Materials (HAZMAT) Management Plans vary from base to base according to state regulations. Consult local Hazardous Materials (HAZMAT) representatives on execution of prescribed management plan.

TASK: 4641.03.04 (CORE PLUS) MONITOR VISUAL INFORMATION (VI) CROSS-TRAINING WITHIN THE OCCFLD

CONDITION(S): Given a training plan, training materials and documentation record, Marines requiring cross-training, references, and administrative materials.

STANDARD(S): Per the references, ensuring the training reflects the appropriate components of MCO 1510.54_, the Individual Training Standards (ITS) for Occfld 46.

PERFORMANCE STEPS:

1. Ensure each Marine requiring cross-training has an individual training jacket.

2. Ensure each individual training plan reflects requirements specified in MCO 1510.54_, Individual Training Standards (ITS) for OccFld 46, and addresses customer needs or shortages of personnel within local Visual Information (VI) sections.

3. Ensure implementation of each individual training plan.

4. Ensure proper documentation of all training in the training jacket.

5. Supervise training.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 1510.54_, Individual Training Standards for Occupational Field 46 (ITS OCCFLD 46)

3. MCO P1200.7_, Military Occupational Specialties Manual (Short Title: MOS Manual)

4. MCRP 3-0B, How to Conduct Training

5. TRADOC REGULATION 350-6, Initial Entry Training (IET) Policies and Administration

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Marines requiring MOS cross-training

3. * Training jacket(s)

4. * Training materials

5. * Training plan

TASK: 4641.03.05 (CORE PLUS) MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES

CONDITION(S): Given references, an operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets, a customer, a job order request, finished product, and administrative materials.

STANDARD(S): Per the references, ensuring customer satisfaction and compliance with industry standards.

PERFORMANCE STEPS:

1. Ensure customer service representative (job planner) is courteous and professional.

2. Review customer service Standing Operating Procedures (SOP).

3. Review the work order for completeness and to determine job specifications.

4. Perform quality check on finished product.

5. Ensure customer satisfaction with the finished product and the customer service procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

2. MCO P5600.31_, Marine Corps Publications and Printing Regulations

3. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Customer service representative (job planner)

4. * Customer(s)

5. * Finished product

6. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4641.03.06 (CORE PLUS) COORDINATE PHOTOGRAPHIC SUPPORT REQUIREMENTS THROUGH THE DEPARTMENT OF DEFENSE (DOD) ADMINISTRATIVE PROCESS

CONDITION(S): Given a mission, photographic equipment and media, administrative materials, and references.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Receive mission tasking requesting photographic support.

2. Create photographic support plan.

3. Assign appropriate personnel and gear to support mission.

4. Respond to requesting activity with information (e.g., personnel, equipment, flight dates, etc.).

5. Maintain contact with mission taskers throughout coordination and implementation process.

6. Distribute completed photographic products.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. CJCSI 3205.01, Joint Combat Camera

3. DOD DIRECTIVE 5040.3, DoD Joint Visual Information Services

4. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. Computer workstation with accompanying peripherals

3. * Media

4. * Mission

5. * Photographic equipment/tools

TASK: 4641.03.07 (CORE PLUS) MANAGE IMAGERY FROM ACQUISITION TO ARCHIVAL

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), imagery/imagery file, Visual Information (VI) imagery transmittals, Internet access, references, administrative materials, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring all acquired imagery adheres to industry quality standards and is properly archived.

PERFORMANCE STEPS:

1. Acquire/Receive imagery.

2. Select and quality control imagery based on technical specifications.

3. Determine transmission priority.

4. Submit imagery to Visual Information Management (VIM), Joint Combat Camera Center (JCCC), Defense Visual Information Center (DVIC), and any appropriate requesters.

5. Follow up to confirm proper archiving by specific agencies.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. DEPARTMENT OF DEFENSE POLICY MEMORANDUM, Web Site Administration (NOTAL) (Dec 7, 1998)

2. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

3. DOD 5040.XX-3N, Visual Information Records Schedule

4. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

5. DOD 5040.XX-M, Decision Logic Table Instructions for Recording and Handling Visual Information Material

6. DOD 5200.1-PH, DoD Guide to Marking Classified Documents

7. DOD DIRECTIVE 5040.2, Visual Information (VI)

8. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

9. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

10. DOD DIRECTIVE 5230.9, Clearance of DoD Information for Public Release

11. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

12. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

13. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

14. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

15. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

16. SECNAVINST 5720.47, Department of the Navy Policy for Content of Publicly Accessible World Wide Web Sites (July 1, 1999)

17. SECRETARY OF DEFENSE MEMORANDUM, Establishing and Maintaining a Publicly Accessible Department of Defense Web Information Service (July 18, 1997)

18. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Access to Internet service provider and/or Information Systems Management Officer (ISMO)

2. * Administrative materials

3. * Hardware/Software

4. * Imagery

5. * Imagery file

6. * Imagery transmittals

7. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

ADMINISTRATIVE INSTRUCTIONS: Historical archival of imagery is extremely important. Ensure submission to pre-assessions is done on an active basis and in accordance with

Marine Corps policy. Use the standard Visual Information (VI) Transmittal form for all submissions.

MOS 4671, COMBAT VIDEOGRAPHER

DUTY AREA 01 - MANAGEMENT AND ADMINISTRATION

TASK: 4671.01.01 (CORE) DETERMINE CUSTOMERS' REQUIREMENTS

CONDITION(S): Given references, a customer, video assets, a blank job order request form, administrative materials, and a logbook.

STANDARD(S): Per the references, ensuring job order accuracy and customer satisfaction.

PERFORMANCE STEPS:

1. Greet the customer in a tactful and professional manner.

2. Solicit the appropriate job order information from the customer.

3. Determine supportability of customer's request.

4. Ensure the customer's request is legitimate and understood in detail.

5. Request customer initiate a job order.

6. Enter the initiated job order in the logbook.

7. Ensure customer is fully satisfied.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

2. AMERICAN CINEMATOGRAPHERS VIDEO MANUAL, Civilian reference by Frank Beachman, 2nd edition, 1994

3. DINFOS MATERIALS, Radio and Television Handbook

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. SOP, Standing Operating Procedures

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Customer(s)

4. * Video equipment/tools

5. * Logbook

ADMINISTRATIVE INSTRUCTIONS: Good customer service is a marketing tool for high standards of productivity.

TASK: 4671.01.02 (CORE) COORDINATE VIDEO REQUIREMENTS WITH CUSTOMERS

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), video camera, customer(s), job order request form, administrative materials, appropriate hardware/software, and references.

STANDARD(S): Per the references, ensuring customer satisfaction and compliance with industry quality standards.

PERFORMANCE STEPS:

1. Determine services requested.

2. Evaluate supportability of customer's request.

3. Ensure necessary enclosures are attached to the customer's request.

4. Ensure complete description of work is attached to the job order request form.

5. Initiate support.

6. Evaluate the final product for adherence to industry standards.

7. Contact customer to relay status of completed job order.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

3. DINFOS MATERIALS, Radio and Television Handbook

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Camera, video

4. * Customer(s)

5. * Hardware/Software

6. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4671.01.03 (CORE) DEMONSTRATE VIDEO APPLICATIONS/CAPABILITIES FOR COMMANDERS/CUSTOMERS

CONDITION(S): Given references, administrative materials, video/photographic equipment and tools, digital imaging workstation and accompanying peripherals, (photography, graphics) multimedia and digital imagery transmission equipment and software, access to commercial cable system/Limited Television Distribution System (LTDS), and appropriate hardware/software.

STANDARD(S): Per the references, ensuring demonstration complies with industry standards and relates to the mission(s) of the target audience.

PERFORMANCE STEPS:

1. Evaluate the audience to determine the requirement/mission.

2. Identify specific equipment to be used in the demonstration.

3. Perform operations check on all equipment to be demonstrated.

4. Review current capabilities and services available to the customer.

5. Demonstrate the available video applications/capabilities.

6. Provide sample(s) of work.

7. Address and answer all commander/customer questions.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. Federal Communication Commission (FCC) regulations

3. Local Standing Operating Procedures (SOP)

4. Software user's guide(s)

5. AFIS MATERIALS, Armed Forces Information Service formal school study guide(s) and workbook(s)

6. DINFOS MATERIALS, Radio and Television Handbook

7. FM 11-82, Army Pictorial Techniques, Equipment, and Systems Cinematography

8. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

9. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, photographic

3. * Commercial cable system/Limited Television Distribution System (LTDS)

4. Computer workstation with accompanying peripherals

5. * Digital imaging workstation and peripherals

6. * Digital video camera

7. * Digital storage media (for digital camera)

8. * Personal Data Controller 400 (VDC 400)

9. * Photographic equipment/tools

10. * Photographic printer

11. * Software, audio/video

12. * Software, desktop publishing

13. * Software, interactive multimedia

14. * Software, presentation

15. * Television monitor

TASK: 4671.01.04 (CORE PLUS) LOG WORK REQUESTS

CONDITION(S): Given references, completed job order request form(s), computer workstation with appropriate peripherals, customer(s), administrative materials, and a job order logbook/database.

STANDARD(S): Per the references, ensuring accuracy.

PERFORMANCE STEPS:

1. Gather job order request forms.

2. Ensure completeness and accuracy of each job order request form.

3. Identify the Point Of Contact (POC) information on the job order request form.

4. Assign a job order number.

5. Log job order request in computer database and/or logbook.

6. File logged in request forms in chronological order.

7. Assign a due date to each project.

8. Record all information regarding man-hours and materials expended.

9. Contact the requester when job is completed.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. DA PAM 25-91, Visual Information Procedures

3. DOD 5040.XX-M, Decision Logic Table Instructions for Recording and Handling Visual Information Material

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Audiovisual job order database

4. * Computer workstation with accompanying peripherals

5. * Customer(s)

6. * Logbook

TASK: 4671.01.05 (CORE PLUS) MONITOR QUALITY CONTROL (QC) PROCEDURES

CONDITION(S): Given references, completed job order request form(s), ongoing video operations and product production, digital imaging workstation and peripherals, and administrative materials.

STANDARD(S): Per the references, ensuring compliance with industry standards and customer satisfaction.

PERFORMANCE STEPS:

1. Randomly review products and ongoing procedures for work quality.

2. Observe quality control being performed by those assigned to each job order.

3. Take corrective action if quality control is not being applied to each product throughout the process.

4. Collect feedback from customer(s) to ensure accuracy of subject matter and satisfaction with the final product.

5. Inform Officer In Charge (OIC) and Staff Noncommissioned Officer In Charge (SNCOIC) of any potential shortfalls in the Quality Control (QC) Plan.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Digital imaging workstation and peripherals

4. * Finished product

5. * Television monitor

6. * Video equipment/tools

TASK: 4671.01.06 (CORE PLUS) MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES

CONDITION(S): Given references, an operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets, completed job order request form(s), finished product, and administrative materials.

STANDARD(S): Per the references, ensuring compliance with industry standards and customer satisfaction.

PERFORMANCE STEPS:

1. Ensure customer service representative (job planner) is courteous and professional.

2. Review customer service Standing Operating Procedures (SOP).

3. Review the job order for completeness and to determine job specifications.

4. Perform quality check on finished product.

5. Ensure customer satisfaction with the finished product and the customer service procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

2. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

3. SECNAVINST 5603.2_, Printed Matter for Official Ceremonies

4. SOP, Standing Operating Procedures

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Customer service representative (job planner)

4. * Customer(s)

5. * Finished product

6. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4671.01.07 (CORE PLUS) MANAGE A BROADCAST FACILITY

CONDITION(S): Given references, an operational broadcast facility with accompanying equipment and materials, equipment service contracts and maintenance logs, computer workstation with peripherals and software, Internet access, a valid franchise agreement with a local cable service provider, a franchise coordinator, and administrative materials.

STANDARD(S): Per the references, ensuring broadcast station operability, compliance with Federal Communication Commission (FCC) regulations, and adherence to the broadcast schedule.

PERFORMANCE STEPS:

1. Assess the condition of the facility and equipment structure.

2. Ensure the facility has full broadcast capability (i.e., send, receive, monitor).

3. Identify the target audience to determine who is watching the broadcasts (e.g., the troops, the Public Affairs Director, the General, etc.).

4. Acquire media materials for broadcast.

5. Prepare the broadcast schedule.

6. Supervise the broadcast process.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. Federal Communication Commission (FCC) regulations

4. Local Standing Operating Procedures (SOP)

5. DOD DIRECTIVE 5120.20, Armed Forces Radio and Television Service (AFRTS)

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Access to Internet service provider and/or Information Systems Management Officer (ISMO)

2. * Administrative materials

3. * Computer workstation with accompanying peripherals

4. * Franchise Agreement/Coordinator

5. * Maintenance log

6. * Operational broadcast facility and accompanying assets

7. * Service contracts

8. * Software, audio/video

9. * Software, desktop publishing

10. * Television monitor

TASK: 4671.01.08 (CORE PLUS) SUPERVISE PROPER PRODUCTION AND CHAIN OF CUSTODY PROCEDURES FOR SENSITIVE AND CLASSIFIED VISUAL INFORMATION (VI) MATERIAL

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), secure storage container (if applicable), Sensitive/Classified Material, access to the appropriate Classified Materials custodian, administrative materials, and references.

STANDARD(S): Per the references, ensuring adherence to industry production standards and compliance with security regulations.

PERFORMANCE STEPS:

1. Review all Classified Materials handling orders and local issues.

2. Consult with the Classified Materials customer to determine:

   a. Customer product requirements.

   b. Appropriate production media.

   c. Secure storage requirements, if applicable.

   d. Timetable required for production.

   e. Final disposition of completed product.

3. Assign a Combat Visual Information Center (CVIC) Classified Material custodian to the project.

4. Establish a chain of custody for the Sensitive/Classified Visual Information (VI) Material.

5. Implement Special Orders addressing special handling instructions and security issues.

6. Ensure the secure transfer of the final product to the Classified Materials customer.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

4. DOD 5200.1-PH, DoD Guide to Marking Classified Documents

5. DOD DIRECTIVE 5040.2, Visual Information (VI)

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

7. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

8. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

9. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Classified Materials custodian

2. * Administrative materials

3. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

4. Secure storage container

5. * Sensitive/Classified Material

DUTY AREA 02 - VIDEO AND AUDIO PRODUCTION AND BROADCAST

TASK: 4671.02.01 (CORE PLUS) DOCUMENT EXPEDITIONARY OPERATIONS

CONDITION(S): Given a mission summary, video acquisition and transmission equipment, expeditionary digital imagery workstation and peripherals, medium, administrative materials, references, and Personal Protective Gear (PPG) (if applicable).

STANDARD(S): Per the references, complying with Department of Defense (DoD)/industry standards.

PERFORMANCE STEPS:

1. Receive concept of operations.

2. Determine appropriate media, storage, video, and transmission equipment.

3. Perform operations check on all equipment.

4. Establish Point Of Contact (POC).

5. Determine specialized equipment/gear required to document mission.

6. Coordinate pre-deployment planning process.

7. Inform on-scene commander of video capabilities.

8. Establish plan for documentation of expeditionary operations (e.g., aerial reconnaissance, route recon, amphibious assaults, battle assessment damage, etc.).

9. Coordinate mission.

10. Acquire imagery encompassing all elements of the Marine Air Ground Task Force (MAGTF). Ensure all images are properly captioned and assigned Visual Information Record Identification Numbers (VIRINs).

11. Support mission commanders with acquired imagery (i.e., S-2 requires aerial reconnaissance and battle assessment damage while the S-3 requires route reconnaissance).

12. Transmit imagery to required agencies.

13. Organize and catalog documented expeditionary operations imagery for historical archives and post production.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. Local Standing Operating Procedures (SOP)

4. FM 11-40, Tactical Audiovisual Doctrine

5. FMFM 3-8, Tactical Visual Information Doctrine

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Digital medium (CD)

4. * Digital video camera

5. * Digital storage media (for digital camera)

6. * Labels, audiovisual

7. * Night Vision Lenses, photographic

8. * Personal Data Controller 400 (VDC 400)

9. Personal Protective Gear (PPG)

10. * Software, audio/video

11. * Television monitor

12. * Microphones

13. * Mission summary

TASK: 4671.02.02 (CORE) PERFORM SURVEILLANCE/RECONNAISSANCE/INTELLIGENCE (SRI) VIDEOGRAPHY

CONDITION(S): Given a Surveillance/Reconnaissance/Intelligence (SRI) mission, commander's guidance, digital imagery workstation and peripherals, appropriate software,
video equipment and medium, access to satellite communications, administrative materials, Personal Protective Gear (if appropriate), and references.

STANDARD(S): Per the references, complying with Department of Defense (DoD)/industry standards.

PERFORMANCE STEPS:

1. Receive the mission.

2. Determine medium to be used.

3. Perform operational coordination with supporting agencies.

4. Determine equipment to be utilized.

5. Perform operational check on equipment.

6. Brief commanders at planning conferences on capabilities (e.g., night vision, network, satellite, radios organic to the Marine Corps, etc.).

7. Write Operation Order to depict Commander's Intent (e.g., crime scene, landing zones, point targets, battle assessment damage, intelligence gathering, etc.).

8. Coordinate missions with commanders.

9. Acquire and caption imagery.

10. Transmit imagery to required agencies.

11. Organize, catalog, and disseminate imagery for intelligence collection, historical archives, and post production.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. Local Standing Operating Procedures (SOP)

3. FM 11-40, Tactical Audiovisual Doctrine

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Digital medium (CD)

4. * Digital video camera

5. * Digital storage media (for digital camera)

6. * International Maritime Satellite (INMARSAT)

7. * Labels, audiovisual

8. * Night Vision Lenses, photographic

9. * Personal Data Controller 400 (VDC 400)

10. Personal Protective Gear (PPG)

11. * Satellite Communications (SATCOM) equipment

12. * Software, desktop publishing

13. * Television monitor

14. Waterproofing (zip lock bags)

15. * Logbook

16. * Microphones

17. * Mission

TASK: 4671.02.03 (CORE) PERFORM INVESTIGATIVE VIDEOGRAPHY

CONDITION(S): Given investigative requirements as defined by Naval Criminal Investigative Service (NCIS), Provost Marshal Office (PMO), Criminal Investigative Division (CID), etc.; image acquisition equipment and media; video logbook; audiovisual labels; administrative materials; digital imaging workstation and peripherals; and references.

STANDARD(S): Per the references, complying with investigative procedures as defined by the designated investigative authorities (Naval Criminal Investigative Service (NCIS), Provost Marshall Office (PMO), Criminal Investigative Division (CID), etc.).

PERFORMANCE STEPS:

1. Perform operations check on video equipment.

2. Determine lighting conditions.

3. Equip video camera with required media, lenses, filters, and lights.

4. Ensure proper composition, exposure, and focus.

5. Acquire video.

6. Complete investigative videography logbook.

7. Edit video and caption according to investigative requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. DINFOS MATERIALS, Radio and Television Handbook

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Digital medium (CD)

4. * Digital video camera

5. * Input from Provost Marshal, Criminal Investigative Division, and/or Naval Investigative Service

6. * Labels, audiovisual

7. * Light source, pinpoint

8. * Night Vision Lenses, photographic

9. * Logbook

10. * Microphones

TASK: 4671.02.04 (CORE PLUS) VIDEOTAPE AN AIRCRAFT MISHAP

CONDITION(S): Given a scenario involving an aircraft mishap, investigative requirements as defined by Staff Judge Advocate (SJA) investigative officers, photographic acquisition and video editing equipment and media, digital imagery workstation and peripherals, appropriate software, logbook, administrative materials, and references.

STANDARD(S): Per the references and complying with current Staff Judge Advocate (SJA) investigative procedures.

PERFORMANCE STEPS:

1. Receive mission.

2. Determine acquisition equipment and media required.

3. Perform operations check on all video equipment.

4. Coordinate videography requirements with investigative officer.

5. Determine lighting conditions.

6. Equip video camera with required media, lens, filters, reflectors, and lights.

7. Acquire video.

8. Digitize and edit video in accordance with the guidance of the investigative agency.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. Local Standing Operating Procedures (SOP)

3. DOD 5200.8-R, Physical Security Program

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Digital medium (CD)

4. * Digital video camera

5. * Digital storage media (for digital camera)

6. * Input from Staff Judge Advocate (SJA) investigative officer(s)

7. * Night Vision Lenses, photographic

8. * Software, audio/video

9. * Logbook

TASK: 4671.02.05 (CORE) CAPTION IMAGERY

CONDITION(S): Given recorded video imagery, current captioning software, digital imaging workstation and peripherals, appropriate video equipment and media, complete caption information, caption sheets and log, administrative materials, audiovisual labels, and references.

STANDARD(S): Per the references, ensuring accuracy.

PERFORMANCE STEPS:

1. View video imagery.

2. Log time code corresponding to each shot.

3. Log a descriptive depiction of each shot.

4. Maintain captions in logbook or database.

5. Forward captioned multimedia products to appropriate outside agency.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P4400.82_, Regulated/Controlled Item Management Manual

5. ST 360, Exposure Chart (for use with NET), Student Text of Defense Mapping School

6. ST 546, Drawing Basic Lines, Student Text of Defense Mapping School

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, photographic

3. * Caption information

4. * Caption sheets

5. * Digital imaging workstation and peripherals

6. * Digital medium (CD)

7. * Digital video camera

8. * Imagery

9. * Labels, audiovisual

10. * Logbook

11. * Software

12. * Film, photographic media

ADMINISTRATIVE INSTRUCTIONS: Ensure both video media and caption sheets include Visual Information Record Identification Number (VIRIN).

TASK: 4671.02.06 (CORE) DIGITIZE IMAGERY

CONDITION(S): Given digital video equipment and media, current digital acquisition hardware/software, digital imaging workstation and peripherals, administrative materials, and references.

STANDARD(S): Per the references, ensuring compliance with established industry standards for visual quality and clarity.

PERFORMANCE STEPS:

1. Prep captioned video for digitization.

2. Download captioned video into local digital video workstation.

3. Import video via acquisition software at maximum resolution.

4. Using current local video editing hardware and software, correct video for brightness, contrast, and audio.

5. Save digital video to professional quality and to the customer's requested media.

6. File finished video production using Visual Information Record Identification Number (VIRIN) and filename.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Software user's guide(s)

3. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Digital medium (CD)

4. * Digital video camera

5. * Digital storage media (for digital camera)

6. * Imagery

7. * Software

8. * Software, desktop publishing

TASK: 4671.02.07 (CORE) ACQUIRE MOTION MEDIA IMAGES

CONDITION(S): Under a variety of lighting conditions (e.g., day, night, indoor, outdoor, etc.), and given videotape acquisition equipment of various formats (e.g., DV, DVCAM, DVCPRO, etc.), a digital imaging workstation and peripherals, appropriate media, appropriate software, a subject, and references.

STANDARD(S): Per the references, ensuring compliance with industry standards.

PERFORMANCE STEPS:

1. Set the camera to the correct filter to match the color temperature of lighting condition (e.g., 3200k, 5600k, 1/4 neutral density, etc.).

2. White balance the camera.

3. Black balance the camera.

4. Ensure the main subject is sharply focused.

5. Ensure the main subject is correctly exposed.

6. Compose an aesthetically pleasing image in the view finder, ensuring the main subject is well placed therein.

7. Frame the image in the view finder, ensuring unnecessary distractors are cropped out.

8. Record the image, ensuring the fundamentals of composition, framing, focus exposure, and white and black balances are maintained throughout the process of motion media acquisition.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. Local Standing Operating Procedures (SOP)

3. Software user's guide(s)

4. AMERICAN CINEMATOGRAPHERS VIDEO MANUAL, Civilian reference by Frank Beachman, 2nd edition, 1994

5. DINFOS MATERIALS, Radio and Television Handbook

6. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

7. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

8. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Artistic subject(s)

2. * Digital imaging workstation and peripherals

3. * Digital medium (CD)

4. * Digital video camera

5. * Software, audio/video

6. * Software, interactive multimedia

7. * Video equipment/tools

TASK: 4671.02.08 (CORE) DESIGN A STORYBOARD

CONDITION(S): Given references, a computer with accompanying peripherals, appropriate software, Internet access, and administrative materials.

STANDARD(S): Per the references, ensuring compliance with industry standards.

PERFORMANCE STEPS:

1. Plan the story.

2. Research the subject.

3. Develop a theme.

4. Select the type of story.

   a. Illustration for story.

   b. Picture text combination.

   c. All picture story.

5. Write an outline as specified in the Visual Information Handbook (VIHB).

6. Prepare a shooting script as outlined in the Visual Information Handbook (VIHB).

7. Refine the script.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DINFOS MATERIALS, Radio and Television Handbook

2. HOW TO SHOOT A MOVIE AND VIDEO STORY, Civilian reference by Arthur Gaskill and David Englander, 4th Rv & enl edition, April 1985

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. TELEVISION FIELD PRODUCTION & REPORTING, Civilian reference by Frederick Shook, 3rd edition, Jan 2000

5. TELEVISION PRODUCTION, Civilian reference by Alan Wurtzel, et al, McGraw Hill Series in Mass Communications, Feb 1995

6. TELEVISION PRODUCTION HANDBOOK, Civilian reference by Herbert Zettl, 6th edition, Aug 1996

7. THE TECHNIQUE OF TELEVISION PRODUCTION, Civilian reference by Gerald Millerson, 12th edition, Focal Press, Oxford, 1989

8. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Access to Internet service provider and/or Information Systems Management Officer (ISMO)

2. * Administrative materials

3. * Computer workstation with accompanying peripherals

4. * Software

TASK: 4671.02.09 (CORE PLUS) DIRECT A VIDEO PRODUCTION

CONDITION(S): Given references, appropriate multimedia equipment/tools and audio/video software, crew, customer, talent (if applicable), and administrative materials.

STANDARD(S): Per the references, complying with professional industry standards and ensuring customer satisfaction.

PERFORMANCE STEPS:

1. PRE-PRODUCTION:

   a. Conduct the pre-production meeting(s) with the customer.

   b. Identify the customer's production needs.

   c. Advise the customer in the development of the script.

d. Supervise the development of the storyboard from the approved script.

e. Screen and approve talent selection (narrator included), if applicable.

f. Develop a shooting schedule.

g. Coordinate the shooting schedule with all parties concerned. This includes coordinating with external activities, as required.

h. Schedule rehearsals, as required.

2. PRODUCTION:

a. Ensure intent is translated into shots and scenes.

b. Communicate the intent to the crew and talent.

c. Supervise the direction of audio recording.

d. Ensure technical and artistic quality.

3. POST-PRODUCTION:

a. Supervise the creation of an edit decision list.

b. Supervise the creation of the paper edit.

c. Supervise the off-line edit.

d. Supervise the on-line edit.

e. Conduct quality control on the final edit for satisfaction of customer requirements.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. AMERICAN CINEMATOGRAPHERS VIDEO MANUAL, Civilian reference by Frank Beachman, 2nd edition, 1994

2. DINFOS MATERIALS, Radio and Television Handbook

3. HOW TO SHOOT A MOVIE AND VIDEO STORY, Civilian reference by Arthur Gaskill and David Englander, 4th Rv & enl edition, April 1985

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. TELEVISION FIELD PRODUCTION & REPORTING, Civilian reference by Frederick Shook, 3rd edition, Jan 2000

6. TELEVISION PRODUCTION, Civilian reference by Alan Wurtzel, et al, McGraw Hill Series in Mass Communications, Feb 1995

7. TELEVISION PRODUCTION HANDBOOK, Civilian reference by Herbert Zettl, 6th edition, Aug 1996

8. THE TECHNIQUE OF TELEVISION PRODUCTION, Civilian reference by Gerald Millerson, 12th edition, Focal Press, Oxford, 1989

TRAINING MATERIEL:

1. * Administrative materials

2. * Customer(s)

3. * Digital video camera

4. * Digital storage media (for digital camera)

5. * Equipment/Tools

6. * Production crew

7. * Software, audio/video

8. Talent

TASK: 4671.02.10 (CORE PLUS) DIRECT A VISUAL INFORMATION (VI) PRODUCTION

CONDITION(S): Given references, appropriate video equipment, a production crew, talent or subject, digital imaging workstation and software, Visual Information Production Report (DD Form 1995), customer, job order request form, talent (if applicable), and administrative materials.

STANDARD(S): Per the references, complying with professional industry standards and ensuring customer satisfaction.

PERFORMANCE STEPS:

1. PRE-PRODUCTION:

a. Produce a work request.

b. Determine the target audience.

c. Advise the customer in the development of the script.

d. Accurately complete the Visual Information Production Report (DD Form 1995).

e. Develop the storyboard from the approved script.

f. Obtain talent release forms (narrator included).

g. Develop a shooting schedule with the use of the script and storyboard.

h. Coordinate the shooting schedule with all parties concerned. This includes coordinating with external activities, as required.

2. PRODUCTION:

a. Communicate the intent to the crew and talent.

b. Direct the recording session.

c. Confirm technical and artistic quality.

3. POST-PRODUCTION:

a. Supervise the creation of an edit decision list/graphic arts requirement.

b. Conduct quality control on rough cut.

c. Conduct quality control on the final edit to insure customer's needs are met.

4. DISTRIBUTION:

a. Confirm all administrative paperwork is accurately completed (e.g., copy right releases, music contracts, talent releases, etc.).

b. Ensure production package is forwarded to the Visual Information Management (VIM) office.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. DA PAM 25-91, Visual Information Procedures

3. DINFOS MATERIALS, Radio and Television Handbook

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. SOP, Standing Operating Procedures

6. THE TECHNIQUE OF TELEVISION PRODUCTION, Civilian reference by Gerald Millerson, 12th edition, Focal Press, Oxford, 1989

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Audiovisual job order database

4. * Customer(s)

5. * Digital imaging workstation and peripherals

6. * Digital video camera

7. * Digital storage media (for digital camera)

8. * Production crew

9. * Software, audio/video

10. Talent

11. * Television monitor

12. * Video equipment/tools

13. * Visual Information Production Report (DD Form 1995)

ADMINISTRATIVE INSTRUCTIONS: Ensure completed video production is in compliance with the requirements of DA PAM 25-91 (e.g., titles, slates, Production Identification Number (PIN), etc.).

TASK: 4671.02.11 (CORE PLUS) DIRECT VISUAL INFORMATION (VI) PRODUCTS

CONDITION(S): Given references, appropriate multimedia equipment/tools, digital imaging workstation and peripherals, appropriate software, completed job order request form, database/logbook, and administrative materials.

STANDARD(S): Per the references, complying with professional industry standards and ensuring customer satisfaction.

PERFORMANCE STEPS:

1. Confirm initiation of job order request form.

2. Coordinate with customer for multimedia format.

3. Supervise production of multimedia products.

4. Conduct quality control procedures.

5. Confirm customer's requirements are met.

6. Supervise proper distribution of product.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. Local Standing Operating Procedures (SOP)

3. DINFOS MATERIALS, Radio and Television Handbook

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Audiovisual job order database

4. * Digital imaging workstation and peripherals

5. * Digital video camera

6. * Digital storage media (for digital camera)

7. * Equipment/Tools

8. * Software, audio/video

9. * Software, desktop publishing

10. * Television monitor

11. * Logbook

TASK: 4671.02.12 (CORE) DOCUMENT UNCONTROLLED ACTION

CONDITION(S): Given videography acquisition equipment, a digital imaging workstation and peripherals, an uncontrolled environment, references, and administrative materials.

STANDARD(S): Per the references, complying with professional industry standards.

PERFORMANCE STEPS:

1. Evaluate assigned task.

2. Determine lighting and environmental conditions.

3. Equip video camera with proper media, lenses, filters, reflectors, and lighting units.

4. Compose video and focus, ensuring proper exposure.

5. Acquire video.

6. Caption and edit video to the requester's needs.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. FMFM 3-8, Tactical Visual Information Doctrine

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P4790.2_, Marine Integrated Maintenance Management System (MIMMS) Field Procedures Manual

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital imaging workstation and peripherals

3. * Digital video camera

4. * Digital storage media (for digital camera)

TASK: 4671.02.13 (CORE PLUS) LABEL MOTION MEDIA MATERIALS

CONDITION(S): Given acquired videotape, videotape case and caption sheet, illustration materials, administrative materials, audiovisual labels, computer workstation with peripherals, appropriate software, and references.

STANDARD(S): Per the references, ensuring compliance with established procedures and utilizing the correct format.

PERFORMANCE STEPS:

1. Create the Visual Information Record Identification Number (VIRIN) using the following information in the proper format:

a. Write the date of acquisition in the following format: YYMMDD (000711).

b. Annotate the appropriate branch of service utilizing the appropriate alpha character (M-Marine, N-Navy, F-Air Force, A-Army) (000711-M).

c. Identify the videographer annotating the last 4 digits of the Marine's Social Security Number (000711-M-1234).

d. Annotate the first letter of the videographer's last name (000711-M-1234C).

e. In sequence, log the number of the videotape from the videotapes recorded that day in triple digit format. Image number (001). (000711-M-1234C-001).

2. Ensure title has proper spelling.

3. Ensure label states who produced the materials.

4. Ensure labels are attached to tape, tape case, and caption sheet.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Caption sheets

3. * Computer workstation with accompanying peripherals

4. * Illustration materials (e.g., pens, markers, pastels, charcoal, pencils, etc.)

5. * Labels, audiovisual

6. * Software, desktop publishing

7. * Videotape

8. * Videotape case

TASK: 4671.02.14 (CORE) OPERATE BROADCAST FACILITY EQUIPMENT

CONDITION(S): Given references, broadcast facility equipment, equipment history folders, and administrative materials.

STANDARD(S): Per the references, ensuring broadcast facility equipment operability.

PERFORMANCE STEPS:

1. Review the equipment operating/maintenance manuals for all of the equipment in the broadcast facility.

2. Assess the condition of the broadcast facility equipment.

3. Perform preventive maintenance, as required.

4. Record all maintenance performed on the appropriate equipment history folder.

5. Perform operations check on each piece of broadcast facility equipment.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. Local Standing Operating Procedures (SOP)

4. DINFOS MATERIALS, Radio and Television Handbook

5. DOD DIRECTIVE 5120.20, Armed Forces Radio and Television Service (AFRTS)

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

TRAINING MATERIEL:

1. * Administrative materials

2. * Digital video camera

3. * Digital storage media (for digital camera)

4. * Equipment history folders

5. * Light source, pinpoint

6. * Television monitor

7. * Video equipment/tools

TASK: 4671.02.15 (CORE) PERFORM INTERVIEWS

CONDITION(S): Given references, job order request form, appropriate multimedia equipment and software, interviewer and subject, audiovisual logbook/database, and administrative materials.

STANDARD(S): Per the references, complying with professional industry standards.

PERFORMANCE STEPS:

1. Produce a job order request.

2. Determine the target audience.

3. Advise the customer in the development of the script, if applicable.

4. Coordinate the interview with all parties concerned, including external activities, as required.

5. Perform operational check of all audio/video equipment.

6. Ensure interview focuses on the "who, what, when, where, how, and why."

7. Monitor quality control of audio during interview.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. DINFOS MATERIALS, Radio and Television Handbook

2. FM 11-82, Army Pictorial Techniques, Equipment, and Systems Cinematography

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. TELEVISION FIELD PRODUCTION & REPORTING, Civilian reference by Frederick Shook, 3rd edition, Jan 2000

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Audiovisual job order database

4. * Digital video camera

5. * Digital storage media (for digital camera)

6. * Interviewer and subject

7. * Software, audio/video

8. * Logbook

9. * Microphones

TASK: 4671.02.16 (CORE) PRODUCE A VISUAL STORY

CONDITION(S): Given references, job order request form, database/logbook, appropriate multimedia equipment and media, production crew, talent, poster board, digital imaging workstation and peripherals, appropriate software, audiovisual labels, and administrative materials.

STANDARD(S): Per the references, complying with professional industry standards and ensuring customer satisfaction.

PERFORMANCE STEPS:

1. PRE-PRODUCTION:

    a. Produce a job order request.

    b. Determine the target audience.

    c. Determine multimedia format.

    d. Advise the customer in the development of the script, if applicable.

    e. Develop a shooting schedule.

    f. Coordinate shooting schedule with personnel, including external agencies.

2. PRODUCTION:

    a. Communicate the intent to the crew and talent.

    b. Acquire multimedia imagery.

    c. Ensure technical and artistic quality.

3. POST-PRODUCTION:

    a. Create an edit decision list to include all multimedia requirements.

    b. Edit the rough cut.

    c. Produce final edit.

    d. Ensure customer's requirements are met.

4. DISTRIBUTION:

    a. Ensure all administrative paperwork is completed (e.g., copyright releases, etc.).

    b. Ensure production package is forwarded to required agencies.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. AMERICAN CINEMATOGRAPHERS VIDEO MANUAL, Civilian reference by Frank Beachman, 2nd edition, 1994

4. DINFOS MATERIALS, Radio and Television Handbook

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Audiovisual job order database

4. * Board, poster, various colors

5. * Digital imaging workstation and peripherals

6. * Digital medium (CD)

7. * Digital video camera

8. * Digital storage media (for digital camera)

9. * Labels, audiovisual

10. * Night Vision Lenses, photographic

11. * Production crew

12. * Software, audio/video

13. * Software, desktop publishing

14. * Talent

15. * Television monitor

TASK: 4671.02.17 (CORE PLUS) SCRIPT A VISUAL STORY

CONDITION(S): Given references, digital imaging workstation with peripherals, appropriate software, audiovisual labels, poster board, artistic media, administrative materials, and drawing pads.

STANDARD(S): Per the references, ensuring story answers "who, what, when, where, why, and how" and complies with industry standards.

PERFORMANCE STEPS:

1. Write a paragraph that summarizes the story.

2. Create characters (who).

3. Create conflict (what).

4. Arrange conflicts into plot development (what, when, where).

5. Resolve conflict (why).

6. Conclude the story.

7. Visualize the story into pictures and scenes (storyboard).

8. Arrange scenes into sequential order.

9. Create storyboard, shooting, and narrative scripts.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Sgt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. DINFOS MATERIALS, Radio and Television Handbook

3. HOW TO SHOOT A MOVIE AND VIDEO STORY, Civilian reference by Arthur Gaskill and David Englander, 4th Rv & enl edition, April 1985

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

TRAINING MATERIEL:

1. * Administrative materials

2. * Artistic media

3. * Board, poster, various colors

4. * Digital imaging workstation and peripherals

5. * Drawing pads, various sizes and types

6. * Labels, audiovisual

7. * Software

TASK: 4671.02.18 (CORE) WRITE EDIT DECISION LISTS

CONDITION(S): Given references, administrative materials, appropriate multimedia

viewing equipment, multimedia source material, digital imaging workstation and peripherals, appropriate software, all associated captions and shot sheets, a storyboard, and a script.

STANDARD(S): Per the references, accurately depicting the sequential order of the production.

PERFORMANCE STEPS:

1. Ensure all multimedia sources are accompanied by captions and/or shot sheets.

2. Gather scripts, storyboard, shot sheets, and all accompanying multimedia sources intended for use in the final product.

3. Review and compare scripts, shot sheets, captions, and storyboard.

4. Match the scenes from the script with the shots from the shot sheets using time code references.

5. Create a list, in sequence, starting with the first edit decision and ending with the last edit decision.

6. Provide the edit decision list to the editor with all associated materials.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. Local Standing Operating Procedures (SOP)

3. DINFOS MATERIALS, Radio and Television Handbook

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Caption sheets

3. * Digital imaging workstation and peripherals

4. * Multimedia source material

5. * Multimedia viewing equipment

6. * Script

7. * Shot sheets

8. * Software

9. Software, audio/video

10. * Storyboard

TASK: 4671.02.19 (CORE) CREATE VISUAL INFORMATION (VI) PRODUCTIONS

CONDITION(S): Given references, appropriate multimedia equipment and media, multimedia imagery, digital imaging workstation and peripherals, Internet access, appropriate software, a production crew, talent, job order request, audiovisual database/logbook, audiovisual labels, Visual Information Production Report (DD Form 1995), and administrative materials.

STANDARD(S): Per the references, complying with professional industry standards and ensuring customer satisfaction.

PERFORMANCE STEPS:

1. PRE-PRODUCTION:

   a. Produce a job order work request.

   b. Determine the target audience.

   c. Determine multimedia format.

   d. Advise the customer in the development of the script, if applicable.

   e. Accurately complete the Visual Information Production Report (DD Form 1995), if applicable.

   f. Develop the storyboard (shot sheet) from the approved script.

   g. Obtain talent release forms (narrator included), if applicable.

   h. Develop a shooting schedule.

   i. Coordinate the shooting schedule with all parties concerned, including external agencies.

2. PRODUCTION:

   a. Communicate the intent to the crew and talent.

   b. Acquire multimedia imagery.

   c. Ensure technical and artistic quality.

3. POST-PRODUCTION:

   a. Create an edit decision list to include all multimedia requirements.

b. Edit the rough cut.

c. Produce final edit.

d. Ensure customer's requirements are met.

4. DISTRIBUTION:

a. Ensure all administrative paperwork is completed (e.g., copyright releases, music contracts, talent releases, etc.).

b. Forward the multimedia production package to the requester and Visual Information Management (VIM) office, if applicable.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. DA PAM 25-91, Visual Information Procedures

3. DINFOS MATERIALS, Radio and Television Handbook

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. THE TECHNIQUE OF TELEVISION PRODUCTION, Civilian reference by Gerald Millerson, 12th edition, Focal Press, Oxford, 1989

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Access to Internet service provider and/or Information Systems Management Officer (ISMO)

2. * Administrative materials

3. * Audiovisual job order request form(s)

4. * Audiovisual job order database

5. * Digital imaging workstation and peripherals

6. * Digital medium (CD)

7. * Digital video camera

8. * Digital storage media (for digital camera)

9. * Imagery

10. * Labels, audiovisual

11. * Night Vision Lenses, photographic

12. * Production crew

13. * Software, audio/video

14. * Talent

15. * Visual Information Production Report (DD Form 1995)

16. * Logbook

17. * Microphones

ADMINISTRATIVE INSTRUCTIONS: Ensure completed video production is in compliance with the requirements of DA PAM 25-91 (e.g., titles, slates, and Production Identification Number (PIN), etc.).

TASK: 4671.02.20 (CORE) CREATE VISUAL INFORMATION (VI) PRODUCTS

CONDITION(S): Given references, appropriate multimedia equipment, job order request form, audiovisual database/logbook, administrative materials, digital imaging workstation and peripherals, Internet access, audiovisual labels, and appropriate software and media.

STANDARD(S): Per the references, complying with professional industry standards and ensuring customer satisfaction.

PERFORMANCE STEPS:

1. Produce completed job order request.

2. Determine appropriate multimedia format.

3. Acquire multimedia required to complete the product.

4. Ensure quality control is followed.

5. Ensure customer's requirements are met.

6. Ensure proper distribution is completed.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. Local Standing Operating Procedures (SOP)

4. DINFOS MATERIALS, Radio and Television Handbook

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. TELEVISION PRODUCTION, Civilian reference by Alan Wurtzel, et al, McGraw Hill Series in Mass Communications, Feb 1995

TRAINING MATERIEL:

1. * Access to Internet service provider and/or Information Systems Management Officer (ISMO)

2. * Administrative materials

3. * Audiovisual job order request form(s)

4. * Audiovisual job order database

5. * Digital imaging workstation and peripherals

6. * Digital medium (CD)

7. * Digital video camera

8. * Digital storage media (for digital camera)

9. * Labels, audiovisual

10. * Software, audio/video

11. * Television monitor

12. * Logbook

13. * Microphones

TASK: 4671.02.21 (CORE) ACQUIRE STILL IMAGES

CONDITION(S): Given a videography mission, video media equipment, digital imaging workstation and peripherals, appropriate software, photographic equipment and tools, media, audiovisual labels, administrative materials, and references.

STANDARD(S): Per the references, complying with industry standards.

PERFORMANCE STEPS:

1. Determine lighting conditions.

2. Determine media requirements.

3. Utilize video camera with desired media.

4. Equip video camera with specified filters, reflectors, and lighting units, as required.

5. Ensure proper exposure, composition, and focus.

6. Document and caption video.

7. Digitize video on local digital workstation.

8. Acquire digitized images into finished product utilizing local hardware/software.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. Local Standing Operating Procedures (SOP)

4. DINFOS MATERIALS, Radio and Television Handbook

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Camera, photographic

3. * Digital imaging workstation and peripherals

4. * Digital medium (CD)

5. * Digital storage media (for digital camera)

6. * Labels, audiovisual

7. * Night Vision Lenses, photographic

8. * Photographic equipment/tools

9. * Software

10. * Video equipment/tools

11. * Film

12. * Lenses, photographic

TASK: 4671.02.22 (CORE) WRITE A VISUAL INFORMATION RECORD IDENTIFICATION NUMBER (VIRIN)

CONDITION(S): Given acquired videotape, videographer's data, videotape case, caption sheet, digital imaging workstation and peripherals, appropriate software, audiovisual labels, administrative materials, and references.

STANDARD(S): Per the references, utilizing the correct format.

PERFORMANCE STEPS:

1. Gather materials requiring Visual Information Record Identification Numbers (VIRINs).

2. Create the Visual Information Record Identification Number (VIRIN) using the following information in the proper format:

a. Write the date of acquisition in the following format: YYMMDD (000711).

b. Annotate the branch of service utilizing the appropriate alpha character (M-Marine, N-Navy, F-Air Force, A-Army). (000711-M).

c. Identify the videographer annotating the last 4 digits of the Marine's social security number. (000711-M-1234).

d. Annotate the first letter of the videographer's last name (000711-M-1234C).

e. In sequence, log the number of videotapes recorded that day in triple digit format. Image number (001). (000711-M-1234C-001).

3. Ensure every tape, tape case, and caption sheet is labeled with a Visual Information Record Identification Number (VIRIN).

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. DINFOS MATERIALS, Radio and Television Handbook

3. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Caption sheets

3. * Digital imaging workstation and peripherals

4. * Information from photographer/videographer

5. * Labels, audiovisual

6. * Software

7. * Videotape

8. * Videotape case

TASK: 4671.02.23 (CORE) TRANSMIT DIGITAL IMAGERY

CONDITION(S): Given captioned video, digital imaging workstation and peripherals, software, media, video equipment, transmission destination/agency, access to network and/or satellite, transmission log, references, and administrative materials.

STANDARD(S): Per the references, ensuring successful receipt by the recipient of an intact file in an electronic format compatible with standard desktop publishing software.

PERFORMANCE STEPS:

1. Collect video to be transmitted.

2. Edit and caption video data.

3. Perform quality control.

4. Ensure all video has required Visual Information Record Identification Number (VIRIN).

5. Determine transmission destination/agency.

6. Determine transmission medium.

7. Upload digital imagery to server, satellite, or direct account.

8. Transmit the finalized digital imagery to the customer.

9. Confirm successful transmission with customer.

10. Document steps of transmission in transmission log.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. Local Standing Operating Procedures (SOP)

4. CJCSI 3205.01, Joint Combat Camera

5. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Access to network or satellite

2. * Administrative materials

3. * Digital imaging workstation and peripherals

4. * Digital medium (CD)

5. * Digital storage media (for digital camera)

6. International Maritime Satellite (INMARSAT)

7. * Logbook

8. * Personal Data Controller 400 (VDC 400)

9. Satellite Communications (SATCOM) equipment

10. * Software, audio/video

DUTY AREA 03 - MAINTENANCE

TASK: 4671.03.01 (CORE PLUS) SUPERVISE PREVENTIVE MAINTENANCE ON VIDEO EQUIPMENT/TOOLS

CONDITION(S): Given maintenance log, equipment history folders, video equipment/tools, references, appropriate preventive maintenance cleaning materials, and administrative materials.

STANDARD(S): Per the references, ensuring equipment operability.

PERFORMANCE STEPS:

1. Identify equipment/tools requiring maintenance.

2. Consult references identifying manufacturer's preventive maintenance specifications.

3. Ensure appropriate cleaning supplies are utilized.

4. Delegate performance of preventive maintenance duties, as required.

5. Ensure proper documentation/tracking of prescribed maintenance.

6. Verify quality of performed preventive maintenance.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: Cpl

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. Local Standing Operating Procedures (SOP)

4. Software user's guide(s)

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment history folders

3. * General purpose cleaners

4. * Maintenance log

5. * Video equipment/tools

TASK: 4671.03.02 (CORE) PERFORM OPERATOR-LEVEL PREVENTIVE MAINTENANCE ON VIDEO EQUIPMENT/TOOLS

CONDITION(S): Given references, video equipment/tools, specified factory tools, proper cleaning supplies, administrative materials, equipment history folders, and maintenance log.

STANDARD(S): Per the references, ensuring equipment/tool operability.

PERFORMANCE STEPS:

1. Identify equipment/tools requiring maintenance.

2. Consult manufacturer's references on preventive maintenance.

3. Prepare specified factory tools and cleaning gear needed to perform the preventive maintenance.

4. Conduct first echelon preventive maintenance, per manafacture's specifications.

5. Record maintenance performed in maintenance log and equipment history folders.

6. Perform quality control by performing a function check on the equipment/tools.

7. File the equipment history folders.

8. Keep the Officer In Charge (OIC) and/or Staff Noncommissioned Officer In Charge (SNCOIC) informed of any potential long range problems.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: Pvt

REFERENCE(S):

1. Appropriate Technical Manuals (TMs) and publications

2. Equipment/Manufacturer's operation/maintenance instructions

3. Local Standing Operating Procedures (SOP)

4. Software user's guide(s)

5. DINFOS MATERIALS, Radio and Television Handbook

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Alcohol, cleaning

3. * Brushes, various sizes and types

4. * Canned air

5. * Equipment history folders

6. * General purpose cleaners

7. * Lens tissue

8. * Maintenance log

9. * Photograhic maintenance brushes

10. * Specified factory tools

11. * Video equipment/tools

TASK: 4671.03.03 (CORE PLUS) SUPERVISE CORRECTIVE MAINTENANCE ON VIDEO EQUIPMENT AND TOOLS

CONDITION(S): Given maintenance log, equipment history folders, inoperable video equipment/tools requiring maintenance, current service contracts (if applicable), computer workstation with peripherals, references, and administrative materials.

STANDARD(S): Per the references, ensuring operability of repaired equipment/tools.

PERFORMANCE STEPS:

1. Identify equipment/tools requiring maintenance.

2. Obtain manufacturer's service contract, if applicable.

3. Contact manufacturer for estimate of maintenance timeframe.

4. Generate applicable administrative documents.

5. Make arrangements for maintenance of equipment.

6. Conduct a function check on equipment/tools once maintenance has been performed to ensure proper operability.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: SSgt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. Local Standing Operating Procedures (SOP)

3. Software user's guide(s)

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Computer workstation with accompanying peripherals

3. * Equipment history folders

4. * Maintenance log

5. Service contracts

6. * Video equipment/tools

ADMINISTRATIVE INSTRUCTIONS: Equipment may be shipped to the manufacturer for repair or serviced by a contractor on-site.

MOS 4691, VISUAL INFORMATION CHIEF

DUTY AREA 01 - VISUAL IMAGERY PRODUCTION

TASK: 4691.01.01 (CORE PLUS) MONITOR A 24-HOUR EVIDENTIARY IMAGING PLAN

CONDITION(S): Given the appropriate hardware/software; references; administrative materials; Commander's Intent; and pertinent data from the Provost Marshal Office (PMO), Criminal Investigative Division (CID), and Naval Criminal Investigative Service (NCIS).

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review current 24-hour Evidentiary Imaging Plan.

2. Ensure plan establishes:

   a. Purpose of documentation (who, what, when, where, why, how).

   b. Chain of custody procedures.

   c. Transportation needs, if applicable.

   d. Special orders (e.g., classification, security, etc.).

   e. Due dates.

3. Ensure appropriate personnel are familiar with current Provost Marshal Office (PMO), Naval Criminal Investigative Service (NCIS), Criminal Investigative Department (CID), and Fire Department policies and procedures.

4. Review/Establish a Combat Visual Information Center (CVIC) and Emergency Response Standing Operating Procedure (SOP) which reflects the current Provost Marshall Office (PMO), Naval Criminal Investigative Service (NCIS), Criminal Investigative Department (CID), and Fire Department policies and procedures.

5. Review the following administrative areas to ensure compliance with established procedures:

   a. Section Desktop and Standing Operating Procedures (SOP).

   b. Duty photographer/videographer logbooks.

   c. Initial and reiteration training documentation.

   d. After Action Reports.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Various base/station orders

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

4. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

5. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

6. MCO P1070.12_, Marine Corps Individual Records Administration Manual (Short Title: IRAM)

7. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

8. SOP, Standing Operating Procedures

9. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Commander's Intent

3. * Hardware/Software

4. * Input from Provost Marshal, Criminal Investigative Division, and/or Naval Investigative Service

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TASK: 4691.01.02 (CORE PLUS) DIGITIZE IMAGERY

CONDITION(S): Given references, non-digitized imagery, audiovisual job order request form, scanner, digital imaging workstation and peripherals, appropriate interactive multimedia software, references, and administrative materials.

STANDARD(S): Per the references, ensuring compliance with established industry standards for visual quality and clarity.

PERFORMANCE STEPS:

1. Evaluate customer's requirements for final product to determine digitized resolution.

2. Compile images to be digitized.

3. Acquire images using a digital input peripheral scanner (e.g., flatbed, 35mm, drum, etc.).

4. Transmit digitized image to digital media.

5. Evaluate image for quality.

6. If needed, color correct, scale, and filter.

7. Quality control images.

8. Format images for digital saving and archiving.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

3. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Digital imaging workstation and peripherals

4. * Non-digitized imagery

5. * Scanner

6. * Software, interactive multimedia

DUTY AREA 02 - VISUAL IMAGERY MANAGEMENT

TASK: 4691.02.01 (CORE PLUS) DEVELOP A VISUAL INFORMATION (VI) DEPLOYMENT PLAN

CONDITION(S): Given a deployment scenario, Commander's Intent, updated Table of Organization (T/O), Table of Equipment (T/E), administrative materials, a Combat Visual Information Center (CVIC) Manpower Management Plan, appropriate hardware/software, references, and appropriate deployment related documents.

STANDARD(S): Per the references.

PERFORMANCE STEPS:

1. Review all documents pertaining to the specific mission/deployment (e.g., Warning Orders, Operation Orders, Message traffic, Commander's Intent, etc.).

2. Review Combat Visual Information Center (CVIC) Manpower Management Plan.

3. Review material and equipment status.

4. Coordinate mission requirements with external agencies.

5. Formulate the draft deployment plan.

6. Staff the draft plan to the appropriate command and external agencies for review.

7. Modify staffed draft deployment plan, if necessary.

8. Publish approved deployment plan.

9. Obligate materials and equipment.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. CJCSM 3122.03_, Joint Operation Planning and Execution System, Volume II (Planning Formats and Guidance)

2. DA PAM 25-91, Visual Information Procedures

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. DOD DIRECTIVE 5040.3, DoD Joint Visual Information Services

5. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

6. FM 11-40, Tactical Audiovisual Doctrine

7. FMFM 3-8, Tactical Visual Information Doctrine

8. JOINT PUB 5-03.1, Joint Operation Planning and Execution System Volume 1 (Planning Policies and Procedures)

9. MCBUL 7100 SERIES, Field Budget Guidance

10. MCO P4790.2_, Marine Integrated Maintenance Management System (MIMMS) Field Procedures Manual

11. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

12. SOP, Standing Operating Procedures

13. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Commander's Intent

3. * Deployment related documents (e.g., Warning Orders, OPORD, Appendix 9 to Annex C, msg traffic, etc.)

4. * Hardware/Software

5. * Manpower Management Plan

6. * Table of Equipment (T/E)

7. * Table of Organization (T/O)

TASK: 4691.02.02 (CORE PLUS) DEVELOP A VISUAL INFORMATION (VI) CONTINGENCY DEPLOYMENT PLAN

CONDITION(S): Given a contingency scenario, Commander's Intent and published Operation Order, updated Table of Organization (T/O), Table of Equipment (T/E), administrative materials, references, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring plan complies with the published Operation Order and addresses manpower, equipment, supplies/materials, and external support requirements.

PERFORMANCE STEPS:

1. Review Commander's Intent and published Operation Order.

2. Determine deployment materials and equipment requirements.

3. Acquire the appropriate materials and equipment.

4. Ensure personnel are formed and equipment staged in accordance with published Operation Order.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. CJCSI 3205.01, Joint Combat Camera

2. DA PAM 25-91, Visual Information Procedures

3. DOD 6050.5-M, DoD Hazardous Materials Information System Procedures

4. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

5. FM 11-40, Tactical Audiovisual Doctrine

6. FMFM 3-8, Tactical Visual Information Doctrine

7. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

8. MCO P1200.7_, Military Occupational Specialties Manual (Short Title: MOS Manual)

9. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

10. MCO P7100.8_, Field Budget Guidance Manual

11. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

12. SOP, Standing Operating Procedures

13. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Commander's Intent

3. * Hardware/Software

4. * Operation Order

5. * Table of Equipment (T/E)

6. * Table of Organization (T/O)

TASK: 4691.02.03 (CORE PLUS) MAINTAIN A MANPOWER MANAGEMENT PLAN

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), current Manpower Management Plan, current Table of Organization (T/O), Authorized Strength Requirement (ASR), staffing goals, references, administrative materials, and appropriate
hardware/software.

STANDARD(S): Per the references, ensuring consonance between mission requirements and Combat Visual Information Center (CVIC) staffing levels.

PERFORMANCE STEPS:

1. Review current Manpower Management Plan.

2. Review current Table of Organization (T/O), Authorized Strength Requirement (ASR), and staffing goals.

3. Assess the Combat Visual Information Center (CVIC) manpower strengths and deficiencies.

4. Advise Officer In Charge (OIC) of any manpower deficiencies.

5. Assign personnel based on the Table of Organization (T/O) or mission.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

2. MCO P1200.7_, Military Occupational Specialties Manual (Short Title: MOS Manual)

3. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

4. SOP, Standing Operating Procedures

5. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Authorized Strength Requirement (ASR)

3. * Hardware/Software

4. * Manpower Management Plan

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

6. * Staffing goals

7. * Table of Organization (T/O)

TASK: 4691.02.04 (CORE PLUS) PREPARE INPUT FOR VISUAL INFORMATION (VI) BUDGET PROCESS

CONDITION(S): Given references; accurate data for Visual Information (VI) resources pertaining to: materials, supplies, equipment, maintenance, contracts, training, conferences, and seminars; administrative materials; and appropriate hardware/software.

STANDARD(S): Per the references, ensuring accuracy of submitted budget information.

PERFORMANCE STEPS:

1. Research unit needs (e.g., materials, training, equipment, vendor services, conferences, seminars, etc.).

2. Coordinate resource requirements with other Visual Information (VI) sections to prevent redundant requests.

3. Ensure all new equipment requested for acquisition is compatible with existing Visual Information (VI) equipment.

4. Establish priority of acquisition requests.

5. Place information in proper format.

6. Submit acquisition recommendations to Officer In Charge (OIC).

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCBUL 7100 SERIES, Field Budget Guidance

2. MCO P1200.7_, Military Occupational Specialties Manual (Short Title: MOS Manual)

3. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

4. SOP, Standing Operating Procedures

TRAINING MATERIEL:

1. * Administrative materials

2. * Budget data (e.g., cmd guidance, historical records, life cycle plans, TAD costs, price lists, etc.)

3. * Hardware/Software

TASK: 4691.02.05 (CORE PLUS) ADMINISTER A VISUAL INFORMATION (VI) BUDGET PLAN

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), an approved Visual Information (VI) Budget Plan, budget data, references, administrative materials, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring all allocated funds are expended in a manner consistent with the approved Visual Information (VI) Budget Plan.

PERFORMANCE STEPS:

1. Evaluate, prioritize, and allocate appropriate funds to Combat Visual Information Center (CVIC) sections.

2. Monitor timely expenditures of allocated funds.

3. Review all budget submissions from the various sections of the Combat Visual Information Center (CVIC) for compliance with the approved Visual Information (VI) Budget Plan.

4. Notify Combat Visual Information Center (CVIC) Officer In Charge (OIC) of any budget discrepancies.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. MCBUL 7100 SERIES, Field Budget Guidance

2. MCO P1200.7_, Military Occupational Specialties Manual (Short Title: MOS Manual)

3. MCO P4400.151_, Intermediate-Level Supply Management Policy Manual

4. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

5. SOP, Standing Operating Procedures

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Budget

3. * Budget data (e.g., cmd guidance, historical records, life cycle plans, TAD costs, price lists, etc.)

4. * Hardware/Software

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4691.02.06 (CORE PLUS) DEVELOP A VISUAL INFORMATION (VI) PRODUCTION AND RECORDS MANAGEMENT PLAN

CONDITION(S): Given references, administrative materials, an operational Combat Visual Information Center (CVIC), approved Visual information (VI) Budget Plan, Equipment Life Cycle Management Plan, input from Section Chiefs, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring accuracy and customer satisfaction.

PERFORMANCE STEPS:

1. Publish Standing Operating Procedures (SOP) that include:

    a. Mission statement.

    b. General Combat Visual Information Center (CVIC) information.

    c. Chapters on the duties of each Visual Information (VI) section.

    d. Classified Materials handling procedures.

    e. Special Instructions pertaining to Fire/Safety, Hazardous Materials, etc.

2. Publish Desktop Procedures that outline:

    a. Billet description.

    b. Accounts for daily operations.

    c. Special Instructions pertaining to customer service, production quality controls, etc.

3. Establish/Maintain a work request system that tracks the following on a monthly, quarterly, semi-annual, and annual basis:

    a. Weekly completed tasks.

    b. Work units.

    c. Materials/Supplies.

    d. Requester.

    e. Type of support.

    f. Work hours.

4. Maintain records pertaining to:

    a. Equipment maintenance history folders.

    b. Corrective/Preventive maintenance plans.

    c. Military maintenance training plans.

5. Analyze data semi-annually to determine funding and equipment statistics.

6. Ensure Production and Records Management Plan satisfies customer requirements.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

4. DOD 5040.XX-3N, Visual Information Records Schedule

5. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

6. DOD DIRECTIVE 5040.2, Visual Information (VI)

7. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

8. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

9. MCO P7100.8_, Field Budget Guidance Manual

10. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

11. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

12. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Budget data (e.g., cmd guidance, historical records, life cycle plans, TAD costs, price lists, etc.)

3. * Hardware/Software

4. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

5. * Staff input

TASK: 4691.02.07 (CORE PLUS) BRIEF COMMANDERS/CUSTOMERS ON VISUAL INFORMATION (VI) CAPABILITIES

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), catalog of capabilities, access to the customer base, digital imaging workstation and peripherals,

appropriate medium, appropriate software, equipment, administrative materials, and references.

STANDARD(S): Per the references, ensuring semi-annual liaison with all elements of the customer base.

PERFORMANCE STEPS:

1. Identify the customer base.

2. Identify the mission of all elements of the customer base.

3. Design marketing tools based on the various missions of the customer base.

4. Liaison with all elements of the customer base through:

   a. Face-to-face visits.

   b. Phone calls.

   c. E-mails with marketing attachments.

   d. Open Houses to demonstrate products/capabilities.

5. Demonstrate the Visual Information (VI) capabilities that will support/enhance the identified missions.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

3. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

4. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

5. SOP, Standing Operating Procedures

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. Access to Internet service provider and/or Information Systems Management Officer (ISMO)

2. * Administrative materials

3. * Catalog of capabilities

4. * Customer(s)

5. * Digital imaging workstation and peripherals

6. * Digital medium (CD)

7. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

8. * Plotter, large format, color

9. * Printer, computer

10. * Software, audio/video

11. * Software, desktop publishing

12. * Software, interactive multimedia

13. * Software, presentation

ADMINISTRATIVE INSTRUCTIONS: Provide examples of Visual Information (VI) support in hard copy and digital format, to include: CD-ROM, prints, tri-folds, posters, pamphlets, catalogs, videos, etc.

TASK: 4691.02.08 (CORE PLUS) COORDINATE GRAPHIC, PHOTOGRAPHIC, VIDEO, AND REPRODUCTION REQUIREMENTS WITH CUSTOMERS

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), customers, job order request form, administrative materials, appropriate hardware/software, and references.

STANDARD(S): Per the references, ensuring customer satisfaction and compliance with industry quality standards.

PERFORMANCE STEPS:

1. Consult with customers to determine job requirements.

2. Determine the most feasible way to support the customer's request.

3. Ensure necessary enclosures are attached to the customer's job order request form.

4. Ensure complete description of work is attached to the job order request form.

5. Determine appropriate media.

6. Finalize request.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. DA PAM 25-91, Visual Information Procedures

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. DOD DIRECTIVE 5040.3, DoD Joint Visual Information Services

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. MCO P5600.31_, Marine Corps Publications and Printing Regulations

6. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

7. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

8. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Audiovisual job order request form(s)

3. * Customer(s)

4. * Hardware/Software

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4691.02.09 (CORE PLUS) COORDINATE CUSTOMER VISUAL INFORMATION (VI) REQUIREMENTS WITH EXTERNAL AGENCIES

CONDITION(S): Given an operational Combat Visual Information Center (CVIC); a support request from an external agency; references; existing cooperative agreements (Inter-Service Support Agreements (ISSAs), Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs)); administrative materials; and appropriate hardware/software.

STANDARD(S): Per the references, ensuring compliance with existing cooperative agreements (Inter-Service Support Agreements (ISSAs), Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs)).

PERFORMANCE STEPS:

1. Review all existing Inter-Service Support Agreements (ISSAs), Memorandums of Agreement (MOAs), and Memorandums of Understanding (MOUs).

2. Receive/Initiate a request for support from external agency(s).

3. Evaluate and validate external request/requirement for supportability.

4. Liaison with appropriate support chain of command (e.g., command staff, Comptroller, G-3, etc.) and external agency(s).

5. Brief the command on concurrence/non-concurrence of the support requirement.

6. Coordinate support required for/from the external agency.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. MCO P7100.8_, Field Budget Guidance Manual

6. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

7. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

8. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Cooperative agreements (ISSA, MOU, MOA)

3. * Hardware/Software

4. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

5. * Support request

ADMINISTRATIVE INSTRUCTIONS: External agencies include cable companies, Marine Corps League, schools, etc.

TASK: 4691.02.10 (CORE PLUS) DEVELOP A VISUAL INFORMATION (VI) MARKETING PLAN

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), catalog of capabilities, access to the customer base, digital imaging workstation and peripherals, appropriate medium, appropriate software, equipment, administrative materials, and references.

STANDARD(S): Per the references, ensuring semi-annual liaison with all elements of the customer base.

PERFORMANCE STEPS:

1. Identify the customer base (e.g., military commands, tenant activities, previous customers, etc.).

2. Identify the mission of each element of the customer base.

3. Design marketing tools based on the various missions of the identified customer base.

4. Liaison with all elements of the customer base through:

   a. Face-to-face visits.

   b. Phone calls.

   c. E-mails with marketing attachments.

   d. Open Houses to demonstrate products/capabilities.

5. Demonstrate the Visual Information (VI) capabilities that will support/enhance the identified missions.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

4. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

5. SOP, Standing Operating Procedures

6. THE GUERRILLA MARKETING HANDBOOK, Civilian reference by Jay Conrad Levinson, Jan 1995

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. Access to Internet service provider and/or Information Systems Management Officer (ISMO)

2. * Administrative materials

3. * Catalog of capabilities

4. * Customer(s)

5. * Digital imaging workstation and peripherals

6. * Digital medium (CD)

7. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

8. * Plotter, large format, color

9. * Printer, color

10. * Software, audio/video

11. * Software, desktop publishing

12. * Software, interactive multimedia

13. * Software, presentation

ADMINISTRATIVE INSTRUCTIONS: Provide examples of Visual Information (VI) support in hard copy and digital format, to include: CD-ROM, prints, tri-folds, posters, pamphlets, catalogs, videos, etc.

TASK: 4691.02.11 (CORE PLUS) MONITOR BROADCAST FACILITY OPERATIONS

CONDITION(S): Given an operational broadcast facility with accompanying equipment, broadcast schedule, references, administrative materials, and current commercial cable system/Limited Television Distribution System (LTDS).

STANDARD(S): Per the references, ensuring broadcast station operability, compliance with Federal Communication Commission (FCC) regulations, and adherence to the broadcast schedule.

PERFORMANCE STEPS:

1. Inspect the condition of the facility and equipment structure.

2. Ensure full broadcast capability (i.e., send, receive, monitor).

3. Survey target audience.

4. Ensure broadcast schedule reflects the preferences of the target audience.

5. Monitor the broadcast process and ensure adherence to the broadcast schedule.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Federal Communication Commission (FCC) regulations

2. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. DOD DIRECTIVE 5040.3, DoD Joint Visual Information Services

5. DOD DIRECTIVE 5120.20, Armed Forces Radio and Television Service (AFRTS)

6. DOD DIRECTIVE 5122.10, American Forces Information Service

7. DOD DIRECTIVE 5122.5, Assistant Secretary of Defense for Public Affairs (ASD(PA))

8. DOD DIRECTIVE 5160.48, DoD Public Affairs and Visual Information (PA&VI) Education and Training (E&T)

9. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

10. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

11. SOP, Standing Operating Procedures

12. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Broadcast schedule

3. * Commercial cable system/Limited Television Distribution System (LTDS)

4. * Operational broadcast facility and accompanying assets

TASK: 4691.02.12 (CORE PLUS) MANAGE IMAGERY FROM ACQUISITION TO ARCHIVAL

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), imagery, Visual Information (VI) imagery transmittals, references, administrative materials, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring all acquired imagery adheres to industry quality standards and is properly archived.

PERFORMANCE STEPS:

1. View acquired images.

2. Ensure quality control of imagery based on technical specifications.

3. Ensure proper imagery transmission priority.

4. Ensure imagery is submitted to Visual Information Management (VIM), Joint Combat Camera Center (JCCC), Defense Visual Information Center (DVIC), and any appropriate requesters.

5. Confirm proper archiving by specific agencies.

6. Ensure update of archival folders.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. DA PAM 25-91, Visual Information Procedures

2. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

3. DOD 5040.XX-4M, DoD Imagery and Caption Style Guide

4. DOD 5200.1-PH, DoD Guide to Marking Classified Documents

5. DOD DIRECTIVE 5040.2, Visual Information (VI)

6. DOD DIRECTIVE 5040.4, Joint Combat Camera (COMCAM) Program

7. DOD DIRECTIVE 5040.5, Alteration of Official DoD Imagery

8. DOD DIRECTIVE 5122.10, American Forces Information Service

9. DOD DIRECTIVE 5160.48, DoD Public Affairs and Visual Information (PA&VI) Education and Training (E&T)

10. DOD DIRECTIVE 5230.9, Clearance of DoD Information for Public Release

11. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

12. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

13. FMFM 3-8, Tactical Visual Information Doctrine

14. SOP, Standing Operating Procedures

15. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hardware/Software

3. * Imagery

4. * Imagery transmittals

5. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4691.02.13 (CORE PLUS) DEVELOP AN HISTORICAL DOCUMENTATION PLAN

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), current Historical Documentation Plan (if applicable), references, administrative materials, and
appropriate hardware/software.

STANDARD(S): Per the references, ensuring the plan provides guidance on administrative, collection, and dissemination procedures.

PERFORMANCE STEPS:

1. Review current Historical Documentation Plan, if applicable.

2. Evaluate best format for archiving/retrieving/transmitting imagery.

3. Set the parameters for the documentation plan by defining "historical."

4. Based on the parameters established in Step 3, determine what is to be archived.

5. Write an Historical Documentation Plan.

6. Incorporate the approved documentation plan into Combat Visual Information Center (CVIC) Standing Operating Procedures (SOP) and daily operational procedures.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. DA PAM 25-91, Visual Information Procedures

2. DOD 5040.XX-2M, Instructions for Handling Visual Information Materials

3. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

4. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

5. SOP, Standing Operating Procedures

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hardware/Software

3. Historical Document Plan

4. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4691.02.14 (CORE PLUS) MAINTAIN EQUIPMENT HISTORY FOLDERS

CONDITION(S): Given administrative materials, Visual Information (VI) equipment/tools, equipment history folders, references, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring accuracy and currency of information.

PERFORMANCE STEPS:

1. Ensure each section Noncommissioned Officer In Charge (NCOIC) conducts a comprehensive equipment inventory.

2. Ensure each piece of equipment or system has a corresponding equipment history folder.

3. Create/Maintain a library with the applicable equipment history folders.

4. Review all equipment history folders to ensure the recorded information includes: Nomenclature, Make, Model, Serial Number, Year Manufactured/Put In Use, Recommended Life Cycle Replacement Date, and Purchase Cost.

5. Ensure the folders are updated on a regular basis and include: Software Updates, Repair History, Equipment Updates, and Changes to Equipment Status.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

3. MCO P1070.12_, Marine Corps Individual Records Administration Manual (Short Title: IRAM)

4. MCO P4400.151_, Intermediate-Level Supply Management Policy Manual

5. TM 4700-15/1H, Ground Equipment Record Procedures

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Equipment history folders

3. * Equipment/Tools

4. * Hardware/Software

ADMINISTRATIVE INSTRUCTIONS: Life Cycle dates are ideal. Use, environment, and condition of equipment during inspections will determine replacement. (Rule of thumb - Repair cost should not exceed 30% of purchase).

TASK: 4691.02.15 (CORE PLUS) MONITOR VISUAL INFORMATION (VI) CROSS-TRAINING WITHIN THE OCCFLD

CONDITION(S): Given a training plan, training materials, individual training jacket, Marines requiring cross-training, references, and administrative materials.

STANDARD(S): Per the references, ensuring the training reflects the appropriate components of MCO 1510.54_, the Individual Training Standards (ITS) for Occfld 46.

PERFORMANCE STEPS:

1. Ensure each Marine requiring cross-training has an individual training jacket.

2. Ensure each individual training plan reflects requirements specified in MCO 1510.54_, Individual Training Standards (ITS) for OccFld 46, and addresses customer needs or shortages of personnel within local Visual Information (VI) sections.

3. Ensure implementation of each individual training plan.

4. Ensure proper documentation of all training in the training jacket.

5. Supervise training.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. MCO 1510.54_, Individual Training Standards for Occupational Field 46 (ITS OCCFLD 46)

3. MCO P1200.7_, Military Occupational Specialties Manual (Short Title: MOS Manual)

4. MCRP 3-0B, How to Conduct Training

5. TRADOC REGULATION 350-6, Initial Entry Training (IET) Policies and Administration

6. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Marines requiring MOS cross-training

3. * Training jacket(s)

4. * Training materials

5. * Training plan

TASK: 4691.02.16 (CORE PLUS) MONITOR A SELF-HELP PROGRAM FOR SIMPLE CUSTOMER SUPPORT REQUIREMENTS

CONDITION(S): Given an operational Combat Visual Information Center (CVIC), references, administrative materials, customers with simple support requirements, and appropriate hardware/software.

STANDARD(S): Per the references, ensuring customer satisfaction and compliance with all safety regulations.

PERFORMANCE STEPS:

1. Validate customer self-help requirement(s).

2. Determine support and assets required.

3. Ensure appropriate supplies and materials are stocked.

4. Ensure a Noncommissioned Officer (NCO) is assigned to the self-help program (normally to graphics).

5. Ensure customers have a designated self-help work space.

6. Supervise the self-help program.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Local Standing Operating Procedures (SOP)

2. Various base/station orders

3. DOD DIRECTIVE 5040.2, Visual Information (VI)

4. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

5. MCO P5100.8_, Marine Corps Occupational Safety and Health (OSH) Program Manual

6. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

7. MCO P5600.31_, Marine Corps Publications and Printing Regulations

8. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

9. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Customer(s)

3. * Hardware/Software

4. * Operational Combat Visual Information Center (CVIC) and accompanying Visual Information (VI) assets

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TASK: 4691.02.17 (CORE PLUS) IMPLEMENT A VISUAL INFORMATION (VI) COLLATERAL EQUIPMENT FACILITIES MANAGEMENT PLAN

CONDITION(S): Given collateral equipment and facilities, Visual Information (VI) equipment/tools, appropriate hardware/software, Equipment Life Cycle Maintenance/Management Plan, operating budget, service contracts (as required), Collateral Equipment Facilities Management Plan, administrative materials, and references.

STANDARD(S): Per the references, ensuring operations of all collateral equipment facilities comply with the approved Collateral Equipment Facilities Management Plan.

PERFORMANCE STEPS:

1. Review procedures of the current Collateral Equipment Facilities Management Plan.

2. Inspect facilities and equipment.

3. Identify all deficiencies.

4. Ensure compliance with existing Collateral Equipment Facilities Management Plan.

5. Collect and analyze usage data documenting:

   a. Number of patrons utilizing facility.

   b. Patron hours of usage.

6. Continually evaluate Collateral Equipment Facilities Management Plan for adherence to maintenance schedule and upgrade the plan, as required.

7. Advise Officer In Charge (OIC), as required.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Equipment/Manufacturer's operation/maintenance instructions

2. DA PAM 25-91, Visual Information Procedures

3. DOD 5200.8-R, Physical Security Program

4. DOD DIRECTIVE 5040.2, Visual Information (VI)

5. MCO P1070.12_, Marine Corps Individual Records Administration Manual (Short Title: IRAM)

6. MCO P4400.151_, Intermediate-Level Supply Management Policy Manual

7. MCO P4790.2_, Marine Integrated Maintenance Management System (MIMMS) Field Procedures Manual

8. MCO P5290.1_, Marine Corps Training and Audiovisual Support Manual

9. SOP, Standing Operating Procedures

10. TM 4700-15/1H, Ground Equipment Record Procedures

11. UM 4790-5, Marine Corps User Manual, MIMMS (AIS) FMSS

12. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Budget

3. * Collateral Equipment Facilities Management Plan

4. * Collateral equipment and facilities

5. * Equipment Life Cycle Maintenance/Management Plan

6. * Equipment/Tools

7. * Hardware/Software

8. * Manpower Management Plan

9. Service contracts

TASK: 4691.02.18 (CORE PLUS) COORDINATE VISUAL INFORMATION (VI) SERVICE CONTRACTS

CONDITION(S): Given Visual Information (VI) service contracts, Visual Information (VI) equipment/tools, equipment history folders, Marine Integrated Maintenance Management System (MIMMS) records, appropriate purchasing documents and regulations, appropriate

hardware/software, access to purchasing agencies, administrative materials, and references.

STANDARD(S): Per the references, ensuring no unauthorized contract obligations and compliance with all contract stipulations/deliverables.

PERFORMANCE STEPS:

1. Determine which services are covered by existing contracts.

2. Identify beginning and expiration dates of all existing contracts.

3. Determine life cycle limitations of all equipment under contract.

4. Evaluate cost of contract versus cost of repair/service/maintenance.

5. Ensure availability of funds, if a service contract/renewal is required.

6. Submit request to the Contract Officer Representative (COR), if required.

7. Coordinate contract requirements.

8. Monitor contractor performance for compliance with the approved contract.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Various base/station orders

2. DOD DIRECTIVE 5040.2, Visual Information (VI)

3. DOD DIRECTIVE 8000.1, Defense Information Management (IM) Program

4. DODI 5040.XX, Acquisition and Assessioning of DoD Visual Information Records

5. MCBUL 7100 SERIES, Field Budget Guidance

6. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

7. MCO P4400.151_, Intermediate-Level Supply Management Policy Manual

8. MCO P4400.82_, Regulated/Controlled Item Management Manual

9. MCO P5100.8_, Marine Corps Occupational Safety and Health (OSH) Program Manual

10. MCO P5600.31_, Marine Corps Publications and Printing Regulations

11. MCO P7100.8_, Field Budget Guidance Manual

12. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

13. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Access to purchasing agencies

2. * Administrative materials

3. * Equipment history folders

4. * Equipment/Tools

5. * Hardware/Software

6. * Marine Integrated Maintenance Management System (MIMMS) records

7. * Purchasing documents and regulations

8. * Service contracts

ADMINISTRATIVE INSTRUCTIONS: All Visual Information (VI) managers are required to attend the Contracting Officers Representative (COR) Course. The purchasing agent is located with the Purchasing and Contracting office.

TASK: 4691.02.19 (CORE PLUS) RECOMMEND REGIONAL AND VISUAL INFORMATION MANAGEMENT (VIM)-LEVEL VISUAL INFORMATION (VI) ISSUES TO THE OCCFLD MANAGER

CONDITION(S): Given an issue, references, appropriate hardware/software, and administrative materials.

STANDARD(S): Per the references, ensuring the submission includes a recommendation for issue resolution.

PERFORMANCE STEPS:

1. Identify a valid Visual Information (VI) issue pertaining to:

    a. Mission enhancement/accomplishment.

    b. Improved performance.

    c. Technological advancements.

    d. Manpower issues.

    e. Miscellaneous issues.

2. Research the issue in terms of validity and importance.

3. Formulate possible resolution(s) to the identified issue.

4. Forward issue to Visual Information Management (VIM) with recommendations for resolution.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. DOD DIRECTIVE 5040.2, Visual Information (VI)

2. MCO 1510.54_, Individual Training Standards for Occupational Field 46 (ITS OCCFLD 46)

3. MCO 3104.1_, Marine Corps Visual Information and Combat Camera Support Manual (Short Title: MCVICCS)

4. MCO P5600.31_, Marine Corps Publications and Printing Regulations

5. MCRP 3-33.3A (DRAFT), Tactical Visual Information in Expeditionary Operations

6. SECNAVINST 3104.1, Department of the Navy Visual Information and Combat Camera Program

7. VIHB, Visual Information Handbook

TRAINING MATERIEL:

1. * Administrative materials

2. * Hardware/Software

3. * Visual Information (VI) issue

SUMMARY/INDEX OF INDIVIDUAL TRAINING STANDARDS BY SPECIFIC CATEGORY (MOJT, DL, PST)

1. This enclosure summarizes the Individual Training Standards (ITS) according to three categories:

Appendix A: ITSs Trained via Managed On-The-Job Training (MOJT)

Appendix B: ITSs Supported by Distance Learning (DL) Products

Appendix C: ITSs Supported by Performance Support Tools (PST)

2. If no information is applicable to a category, the appendix will include a statement to that effect.

3. Format. The columns in each appendix are as follows:

a. SEQ. Sequence Number. This number dictates the order in which tasks for a given duty area are displayed.

b. TASK. ITS Designator. This is the permanent designator assigned to the task when it is created.

c. TITLE. ITS Task Title.

d. CORE. An "X" appears in this column when the task is designated as a "core" task required to "make" a Marine or qualify that Marine for the appropriate MOS. The absence of an "X" indicates that this is an advanced ("core plus") task that is mission, grade, or billet specific.

e. FLC. Functional Learning Center. An "X" appears in this column when the FLC is designated as the initial training setting. The absence of an "X" indicates that the initial training is accomplished through Managed On-The-Job Training (MOJT).

f. DL. Distance Learning (DL) Product. An "X" in this column indicates that at least one DL product is associated with this task. Consult enclosure (6) for details.

g. PST. Performance Support Tool (PST). An "X" in this column indicates that at least one PST is associated with this task. Consult enclosure (6) for details.

h. SUS. Sustainment Training Period. An entry in this column represents the number of months between evaluation or retraining by the unit to maintain the proficiency required by the standard, provided the task supports the unit's METL.

i. REQ BY. Required By. An entry in this column depicts the lowest grade required to demonstrate proficiency in this task.

j. PAGE. Page Number. This column lists the number of the page in enclosure (6) that contains detailed information concerning this task.

INDIVIDUAL TRAINING STANDARDS TRAINED VIA MANAGED ON-THE-JOB TRAINING

This appendix includes a summary listing of all ITS tasks planned for initial Managed On-The-Job Training (MOJT). They are grouped by MOS and Duty Area.

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
		MOS 4602, VISUAL INFORMATION OFFICER							
		DUTY AREA 01 - VISUAL IMAGERY PRODUCTION							
1)	4602.01.01	WRITE A VISUAL INFORMATION (VI) APPENDIX 9 TO ANNEX C OF AN OPERATION ORDER						12 WO	6-A-1
2)	4602.01.02	WRITE MARINE CORPS AND JOINT LESSONS LEARNED (MC/JLL)						12 WO	6-A-2
3)	4602.01.03	DEVELOP A 24-HOUR EVIDENTIARY IMAGING PLAN						12 WO	6-A-3
4)	4602.01.04	WRITE A CATALOG OF VISUAL INFORMATION (VI) CAPABILITIES						12 WO	6-A-4
5)	4602.01.05	MAINTAIN MARINE INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS) RECORDS						12 WO	6-A-5
6)	4602.01.06	MAINTAIN TECHNICAL PUBLICATIONS						12 WO	6-A-6
7)	4602.01.07	MAINTAIN EQUIPMENT HISTORY FOLDERS						12 WO	6-A-7
		DUTY AREA 02 - VISUAL IMAGERY MANAGEMENT							
10)	4602.02.10	DEVELOP A QUALITY CONTROL (QC) PLAN						12 WO	6-A-22
11)	4602.02.11	ESTABLISH VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES						12 WO	6-A-23
13)	4602.02.13	SUPERVISE A SAFETY AND HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PLAN						12 WO	6-A-27
14)	4602.02.14	SUPERVISE PROPER PRODUCTION AND CHAIN OF CUSTODY PROCEDURES FOR SENSITIVE AND CLASSIFIED VISUAL INFORMATION (VI) MATERIAL						12 WO	6-A-28
15)	4602.02.15	DEVELOP A SELF-HELP PROGRAM FOR SIMPLE CUSTOMER SUPPORT REQUIREMENTS						12 WO	6-A-29
16)	4602.02.16	COORDINATE CUSTOMER VISUAL INFORMATION (VI) REQUIREMENTS WITH EXTERNAL AGENCIES						12 WO	6-A-31
18)	4602.02.18	DEVELOP A MILITARY OCCUPATIONAL SPECIALTY (MOS) TRAINING PLAN FOR LATERAL MOVES INTO THE OCCUPATIONAL FIELD (OCCFLD)						12 WO	6-A-34
20)	4602.02.20	ESTABLISH VISUAL INFORMATION (VI) CROSS-TRAINING WITHIN THE OCCUPATIONAL FIELD (OCCFLD)						12 WO	6-A-37
21)	4602.02.21	COORDINATE LOCAL VISUAL INFORMATION (VI) COMMERCIAL EDUCATION OPPORTUNITIES FOR THE OCCUPATIONAL FIELD (OCCFLD)						12 WO	6-A-38
22)	4602.02.22	RECOMMEND REGIONAL AND VISUAL						12 WO	6-A-40

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
		INFORMATION MANAGEMENT (VIM)-LEVEL VISUAL INFORMATION (VI) ISSUES TO THE OCCFLD MANAGER							
23)	4602.02.23	MONITOR VISUAL INFORMATION (VI) TRAINING DEVICE SERVICE CONTRACTS						12 WO	6-A-41
25)	4602.02.25	COORDINATE GRAPHIC/PHOTOGRAPHIC/VIDEO/REPRODUCTION REQUIREMENTS WITH CUSTOMERS						12 WO	6-A-44
26)	4602.02.26	CONDUCT SUBJECT MATTER EXPERT (SME) CONFERENCES						12 WO	6-A-45

MOS 4611, COMBAT ILLUSTRATOR

DUTY AREA 01 - GENERAL

1)	4611.01.01	DETERMINE CUSTOMER REQUIREMENTS						12 Cpl	6-B-1
2)	4611.01.02	PRODUCE VISUAL INFORMATION (VI) PRODUCTS						12 Pvt	6-B-1
4)	4611.01.04	LOG WORK REQUESTS						12 Pvt	6-B-4
6)	4611.01.06	PREPARE ORIGINALS FOR REPRODUCTION						12 Pvt	6-B-6
7)	4611.01.07	MAINTAIN EQUIPMENT HISTORY FOLDERS						12 Cpl	6-B-7
8)	4611.01.08	MAINTAIN TECHNICAL PUBLICATIONS						12 SSgt	6-B-8
9)	4611.01.09	CONDUCT A SELF-HELP PROGRAM FOR SIMPLE CUSTOMER SUPPORT PROCEDURES						12 Cpl	6-B-9
10)	4611.01.10	PREPARE INPUT FOR VISUAL INFORMATION (VI) BUDGET PROCESS						12 Sgt	6-B-10

DUTY AREA 02 - ILLUSTRATION AND DESIGN

5)	4611.02.05	LAYOUT TERRAIN MODELS						12 Cpl	6-B-16
6)	4611.02.06	CONSTRUCT TERRAIN MODELS						12 Cpl	6-B-17
11)	4611.02.11	LAYOUT MECHANICALS FOR PRINTED MATERIAL						12 Pvt	6-B-23

DUTY AREA 03 - COMPUTER GRAPHICS

6)	4611.03.06	DESIGN INTERACTIVE COURSEWARE MATERIALS						12 Cpl	6-B-31

DUTY AREA 04 - PRODUCE COPY PREP

1)	4611.04.01	CREATE A MASTER FOR BOOKLETS						12 Pvt	6-B-35
2)	4611.04.02	PRINT MAPS						12 Pvt	6-B-36
3)	4611.04.03	CREATE MULTI-FOLD DOCUMENTS						12 Pvt	6-B-37
6)	4611.04.06	PRODUCE FINISHED MASTER OF COPY PREP						12 Pvt	6-B-40

DUTY AREA 05 - COORDINATION AND SUPERVISION

1)	4611.05.01	COORDINATE GRAPHIC REQUIREMENTS WITH CUSTOMERS						12 Pvt	6-B-42
3)	4611.05.03	ESTABLISH QUALITY CONTROL (QC) PROCEDURES						12 Cpl	6-B-44
4)	4611.05.04	SUPERVISE PREVENTIVE AND CORRECTIVE MAINTENANCE ON GRAPHIC EQUIPMENT/TOOLS						12 Cpl	6-B-45
5)	4611.05.05	MARKET VISUAL INFORMATION (VI) PRODUCTS, PRODUCTIONS, AND SERVICES						12 SSgt	6-B-46

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
6)	4611.05.06	MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES						12 Cpl	6-B-47

MOS 4612, COMBAT LITHOGRAPHER

DUTY AREA 01 - LITHOGRAPHIC AND REPRODUCTION OPERATIONS

4)	4612.01.04	FINISH PRINTED JOBS (E.G., COLLATE, BIND, STAPLE, HOLE-PUNCH, ETC.)						3 Pvt	6-C-4

DUTY AREA 02 - MAINTENANCE

2)	4612.02.03	PERFORM CORRECTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS						6 Cpl	6-C-18
3)	4612.02.05	PERFORM CORRECTIVE MAINTENANCE ON OFFSET PRESS						6 Cpl	6-C-19
4)	4612.02.06	PERFORM CORRECTIVE MAINTENANCE ON BINDERY EQUIPMENT						6 Cpl	6-C-21
5)	4612.02.08	INVENTORY LITHOGRAPHIC AND GRAPHIC EQUIPMENT/TOOLS						3 Pvt	6-C-22
6)	4612.02.09	MAINTAIN EQUIPMENT HISTORY FOLDERS						12 SSgt	6-C-23
7)	4612.02.10	MAINTAIN TECHNICAL PUBLICATIONS						12 SSgt	6-C-24
8)	4612.02.11	MONITOR LITHOGRAPHIC AND REPRODUCTION EQUIPMENT OPERATIONS AND READINESS STATUS						6 Cpl	6-C-25

DUTY AREA 03 - COORDINATION AND SUPERVISION

3)	4612.03.05	SUPERVISE OPERATOR-LEVEL PREVENTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS						6 Cpl	6-C-28
4)	4612.03.06	MAINTAIN A HAZARDOUS MATERIALS (HAZMAT) PROGRAM						12 SSgt	6-C-29
5)	4612.03.07	MONITOR QUALITY CONTROL (QC) PROCEDURES						12 SSgt	6-C-30
6)	4612.03.08	MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES						12 SSgt	6-C-31
7)	4612.03.09	SUPERVISE CORRECTIVE MAINTENANCE ON LITHOGRAPHIC EQUIPMENT/TOOLS						12 Cpl	6-C-32

MOS 4616, REPRODUCTION EQUIPMENT REPAIRER

DUTY AREA 01 - MANAGEMENT AND ADMINISTRATION

1)	4616.01.01	MAINTAIN EQUIPMENT HISTORY FOLDERS						6 Cpl	6-D-1
2)	4616.01.02	MAINTAIN TECHNICAL PUBLICATIONS						6 Cpl	6-D-1

DUTY AREA 03 - COORDINATION AND SUPERVISION

1)	4616.03.01	MONITOR LITHOGRAPHIC AND REPRODUCTION EQUIPMENT OPERATIONS AND READINESS STATUS						6 Cpl	6-D-14

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
2)	4616.03.02	SUPERVISE CORRECTIVE MAINTENANCE ON LITHOGRAPHIC AND REPRODUCTION EQUIPMENT/TOOLS					6	Cpl	6-D-15

MOS 4641, COMBAT PHOTOGRAPHER

DUTY AREA 01 - PHOTOGRAPHY

11)	4641.01.11	DOCUMENT EXPEDITIONARY OPERATIONS					12	Pvt	6-E-11
16)	4641.01.16	DEVELOP AN AESTHETIC LOOK FOR ILLUSTRATION AND DESIGN PRODUCTS					12	Cpl	6-E-18
17)	4641.01.17	PRODUCE A COMPREHENSIVE VISUAL HISTORY OF A UNIT					12	Pvt	6-E-19
19)	4641.01.19	FINISH PRINTED JOBS (E.G., CUT TO SIZE, MOUNT, BIND, ETC.)					12	Pvt	6-E-21

DUTY AREA 02 - MAINTENANCE

2)	4641.02.02	SUPERVISE PREVENTIVE AND CORRECTIVE MAINTENANCE ON PHOTOGRAPHIC EQUIPMENT/TOOLS					12	Cpl	6-E-24

DUTY AREA 03 - SUPERVISION AND ADMINISTRATION

1)	4641.03.01	LOG WORK REQUESTS					12	Pvt	6-E-26
2)	4641.03.02	MONITOR QUALITY CONTROL (QC) PROCEDURES					12	Sgt	6-E-27
3)	4641.03.03	MONITOR A SAFETY AND HAZARDOUS MATERIALS (HAZMAT) MANAGEMENT PLAN					12	Sgt	6-E-28
4)	4641.03.04	MONITOR VISUAL INFORMATION (VI) CROSS-TRAINING WITHIN THE OCCFLD					12	SSgt	6-E-29
5)	4641.03.05	MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES					12	SSgt	6-E-30
6)	4641.03.06	COORDINATE PHOTOGRAPHIC SUPPORT REQUIREMENTS THROUGH THE DEPARTMENT OF DEFENSE (DOD) ADMINISTRATIVE PROCESS					12	SSgt	6-E-31
7)	4641.03.07	MANAGE IMAGERY FROM ACQUISITION TO ARCHIVAL					12	SSgt	6-E-32

MOS 4671, COMBAT VIDEOGRAPHER

DUTY AREA 01 - MANAGEMENT AND ADMINISTRATION

4)	4671.01.04	LOG WORK REQUESTS					12	Pvt	6-F-4
5)	4671.01.05	MONITOR QUALITY CONTROL (QC) PROCEDURES					12	Cpl	6-F-5
6)	4671.01.06	MONITOR VISUAL INFORMATION (VI) CUSTOMER SERVICE PROCEDURES					12	Cpl	6-F-6
7)	4671.01.07	MANAGE A BROADCAST FACILITY					12	SSgt	6-F-7
8)	4671.01.08	SUPERVISE PROPER PRODUCTION AND CHAIN OF CUSTODY PROCEDURES FOR SENSITIVE AND CLASSIFIED VISUAL INFORMATION (VI) MATERIAL					12	SSgt	6-F-9

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
DUTY AREA 02 - VIDEO AND AUDIO PRODUCTION AND BROADCAST									
1)	4671.02.01	DOCUMENT EXPEDITIONARY OPERATIONS					12	Pvt	6-F-11
4)	4671.02.04	VIDEOTAPE AN AIRCRAFT MISHAP					12	Pvt	6-F-15
13)	4671.02.13	LABEL MOTION MEDIA MATERIALS					12	Pvt	6-F-27
DUTY AREA 03 - MAINTENANCE									
1)	4671.03.01	SUPERVISE PREVENTIVE MAINTENANCE ON VIDEO EQUIPMENT/TOOLS					12	Cpl	6-F-43
3)	4671.03.03	SUPERVISE CORRECTIVE MAINTENANCE ON VIDEO EQUIPMENT AND TOOLS					12	SSgt	6-F-45

MOS 4691, VISUAL INFORMATION CHIEF

SEQ	TASK	TITLE	CORE	FLC	DL	PST	SUS	REQ BY	PAGE
DUTY AREA 01 - VISUAL IMAGERY PRODUCTION									
1)	4691.01.01	MONITOR A 24-HOUR EVIDENTIARY IMAGING PLAN					12	MSgt	6-G-1
2)	4691.01.02	DIGITIZE IMAGERY					12	MSgt	6-G-2
DUTY AREA 02 - VISUAL IMAGERY MANAGEMENT									
1)	4691.02.01	DEVELOP A VISUAL INFORMATION (VI) DEPLOYMENT PLAN					12	MSgt	6-G-4
4)	4691.02.04	PREPARE INPUT FOR VISUAL INFORMATION (VI) BUDGET PROCESS					12	MSgt	6-G-7
6)	4691.02.06	DEVELOP A VISUAL INFORMATION (VI) PRODUCTION AND RECORDS MANAGEMENT PLAN					12	MSgt	6-G-9
8)	4691.02.08	COORDINATE GRAPHIC, PHOTOGRAPHIC, VIDEO, AND REPRODUCTION REQUIREMENTS WITH CUSTOMERS					12	MSgt	6-G-13
9)	4691.02.09	COORDINATE CUSTOMER VISUAL INFORMATION (VI) REQUIREMENTS WITH EXTERNAL AGENCIES					12	MSgt	6-G-14
11)	4691.02.11	MONITOR BROADCAST FACILITY OPERATIONS					12	MSgt	6-G-17
12)	4691.02.12	MANAGE IMAGERY FROM ACQUISITION TO ARCHIVAL					12	MSgt	6-G-18
13)	4691.02.13	DEVELOP AN HISTORICAL DOCUMENTATION PLAN					12	MSgt	6-G-19
14)	4691.02.14	MAINTAIN EQUIPMENT HISTORY FOLDERS					12	MSgt	6-G-20
15)	4691.02.15	MONITOR VISUAL INFORMATION (VI) CROSS-TRAINING WITHIN THE OCCFLD					12	MSgt	6-G-22
16)	4691.02.16	MONITOR A SELF-HELP PROGRAM FOR SIMPLE CUSTOMER SUPPORT REQUIREMENTS					12	MSgt	6-G-23
17)	4691.02.17	IMPLEMENT A VISUAL INFORMATION (VI) COLLATERAL EQUIPMENT FACILITIES MANAGEMENT PLAN					12	MSgt	6-G-24

INDIVIDUAL TRAINING STANDARDS SUPPORTED BY DISTANCE LEARNING PRODUCTS

There are no Distance Learning Products assigned to any tasks in this order.

INDIVIDUAL TRAINING STANDARDS SUPPORTED BY PERFORMANCE SUPPORT TOOLS

There are no performance support tools assigned to any tasks in this order.