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MARADMIN 440/14

MSGID/GENADMIN/CMC WASHINGTON DC PA//

SUBJ/MCBUL 3104. CHANGE TO IMAGERY MOVEMENT PROCESS//

REF/A/MSGID: MCO 3104.1B/20111025//

REF/B/MSGID: POTUS MEMORANDUM/POTUS/YMD:20111128//

REF/C/MSGID: OMB DIRECTIVE M-12-18/OMB/YMD:20120824//

REF/D/MSGID: SECNAV M-5210.1/SECNAV/YMD:20071101//

REF/E/MSGID: 5 U.S.C.552A/U.S.C/YMD:20110107//

REF/F/MSGID: SECNAVINST 5211.5E/SECNAV/YMD:20051228//

NARR/REF A IS MCO 3104.1B, MARINE CORPS COMBAT CAMERA PROGRAM. REF B IS POTUS MEMORANDUM ON MANAGING GOVERNMENT RECORDS. REF C IS THE OFFICE OF MANAGEMENT AND BUDGET DIRECTIVE M-12-18 ON MANAGING GOVERNMENT RECORDS//

GENTEXT/REMARKS/

1. PURPOSE. TO HELP STREAMLINE THE PROCESS OF SUBMITTING PHOTOS, GRAPHIC ILLUSTRATIONS AND PRODUCTS, AND VIDEO IMAGERY (MEDIA) TO ALL MEDIA OUTLETS. THIS PROCESS WILL ELIMINATE THE NEED FOR COMBAT CAMERA (COMCAM) MARINES TO SUBMIT IMAGERY TO TWO DIFFERENT AGENCIES. DEFENSE VIDEO AND IMAGERY DISTRIBUTION SYSTEM (DVIDS) PROVIDES STATISTICS ON HOW MUCH IMAGERY WAS SUBMITTED BY THE SUBMITTER OR UNIT AND IT ALSO PROVIDES STATISTICS ON WHAT MEDIA OUTLETS THAT IMAGERY WAS SENT TO.

2. ACTION. THE FOLLOWING IS EFFECTIVE IMMEDIATELY:

2.A. ALL COMCAM PHOTOS, GRAPHIC ILLUSTRATIONS AND PRODUCTS, AND VIDEO IMAGERY (MEDIA) WILL BE UPLOADED TO THE DEFENSE VIDEO AND IMAGERY DISTRIBUTION SYSTEM (DVIDS) AND WILL CEASE TO BE SENT DIRECTLY TO THE DEFENSE IMAGERY MANAGEMENT OPERATIONS CENTER (DIMOC).

2.B. COMCAM MARINES WILL LOG ON TO THE DVIDS WEBSITE AT [HTTP://WWW.DVIDSHUB.NET](http://www.dvidshub.net). IF NO ACCOUNT HAS BEEN CREATED:

2.B.1. CLICK 'REGISTER' AT THE TOP OF THE PAGE AND COMPLETE.

2.B.2. WHEN PROMPTED, ALIGN WITH YOUR UNIT'S WEB PAGE.

2.C. ONCE REGISTERED, CLICK ON 'DVIDS DIRECT'

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2.C.1. FOLLOW INSTRUCTIONS ON UPLOAD PAGE. EITHER CLICK TO UPLOAD OR USE ALTERNATE METHOD AT BOTTOM OF PAGE.

2.C.2. ONCE FILES HAVE UPLOADED, REVIEW EACH FILE'S METADATA.

2.C.3. CLICK 'FINISH' AFTER ALL FILES HAVE BEEN UPLOADED AND REVIEWED.

2.C.3.A EACH FILE MUST BE OPENED, REVIEWED, AND SAVED BEFORE THE RED EXCLAMATION POINT WILL TURN TO A GREEN CHECK MARK. ENSURE THAT ALL UPLOADED IMAGERY CONTAINS THE KEYWORD USMC COMCAM. THIS WILL ALLOW ALL COMCAM IMAGERY TO BE POPULATED ON THE MARINE CORPS COMCAM FEATURE PAGE.

2.C.3.B THE 'FINISH' BUTTON MUST BE CLICKED TO CLOSE THE BATCH AND SEND THE FILES TO THE DVIDS SYSTEM.

2.C.3.C ONLY RELEASED IMAGES WILL BE POSTED TO DVIDS. NOT REVIEWED, SENSITIVE BUT UNCLASSIFIED, FOR OFFICIAL USE ONLY (FOUO), OR CLASSIFIED IMAGES WILL NOT BE POSTED FOR MEDIA RELEASE ON THE DVIDS SITE. SUCH IMAGES WILL BE SENT DIRECTLY TO DIMOC VIA DVIDS INFRASTRUCTURE.

2.C.3.D ANY CAPTIONING CORRECTIONS THAT MUST BE MADE AFTER IMAGES HAVE POSTED SHOULD BE DIRECTED TO DVIDSHUB@DVIDSHUB.NET

2.D. TO ACCESS 'MILITARY UNIT PAGES':

2.D.1. UNDER THE 'HOME' TAB, CLICK ON 'MILITARY UNIT PAGES'.

2.D.2. UNDER 'MARINES', CLICK THE DROP DOWN MENU AND SELECT 'THE DESIRED UNIT'.

2.D.3. THE DIRECT LINK IS [HTTP://WWW.DVIDSHUB.NET/UNIT](http://www.dvidshub.net/unit).

2.E. ALL MARINE CORPS UNIT PAGES ARE AVAILABLE UNDER THE 'MILITARY UNIT PAGES' AND THE 'MARINE CORPS' DROP DOWN MENU.

2.F. TO ACCESS 'FRONT LINE' MARINE CORPS IMAGES:

2.F.1. NAVIGATE TO [HTTP://WWW.DVIDSHUB.NET](http://www.dvidshub.net).

2.F.2. ON THE RIGHT SIDE OF THE SCREEN, CLICK ON THE EAGLE, GLOBE AND ANCHOR SYMBOL IN THE LIST OF SERVICE SEALS.

2.F.3. THE DIRECT LINK IS [HTTP://WWW.DVIDSHUB.NET/BRANCH/MARINES](http://www.dvidshub.net/branch/marines).

3. ADMINISTRATION AND LOGISTICS.

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3.A. RECORDS CREATED AS A RESULT OF THIS BULLETIN SHALL BE MANAGED ACCORDING TO NATIONAL ARCHIVES AND RECORDS ADMINISTRATION APPROVED DISPOSITIONS PER REF D TO ENSURE PROPER MAINTENANCE, USE, ACCESSIBILITY AND PRESERVATION, REGARDLESS OF FORMAT OR MEDIUM.

3.B. GENERATION, COLLECTION OR DISTRIBUTION OF PERSONALLY IDENTIFIABLE INFORMATION (PII) AND MANAGEMENT OF PRIVACY SENSITIVE INFORMATION SHALL BE IAW THE PRIVACY ACT OF 1974, AS AMENDED, PER REFERENCES E AND F. ANY UNAUTHORIZED REVIEW, USE, DISCLOSURE OR DISTIRUBTION IS PROHIBITED.

4. CANCELLATION CONTINGENCY. THIS BULLETIN, UNLESS SUPERSEDED OR ITS CONTENTS IS INCORPORATED INTO REF A, IS CANCELLED ONE YEAR FROM PUBLICATION.

5. POC: S.F. RHOADS/MGYSGT/MARINE CORPS COMMUNICATION/-/TEL: COMM (703) 693-4712/FAX: (703) 693-8017/ EMAIL:STEVEN.RHOADS AT USMC.MIL//

6. THIS BULLETIN IS APPLICABLE TO THE MARINE CORPS TOTAL FORCE.

7. RELEASE AUTHORIZED BY COL DAVID A. LAPAN, DIRECTOR, OFFICE OF U.S. MARINE CORPS COMMUNICATION.