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Subj: COMBAT CAMERA TRAINING AND READINESS MANUAL

Ref: (a) MCO P3500.72A
(b) MCO 1553.3B
(c) MCRP 3-0A
(d) MCRP 3-0B
(e) MCO 1553.2B

Encl: (1) ComCam T&R Manual

1. Purpose. Per reference (a), this Training and Readiness (T&R) Manual, contained in enclosure (1), establishes training standards, regulations, and policies regarding the training of Marines in the Combat Camera occupational field.

2. Cancellation. NAVMC 3500.77A

3. Scope

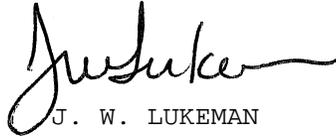
a. Per reference (b), commanders will conduct an internal assessment of the unit's ability to execute its mission and develop long-, mid-, and short-range training plans to sustain proficiency and correct deficiencies. Training plans will incorporate these events to standardize training and provide objective assessment of progress toward attaining combat readiness. Commanders will keep records at the unit and individual levels to record training achievements, identify training gaps and document objective assessments of readiness associated with training Marines. References (c) and (d) provide amplifying information for effective planning and management of training within the unit.

b. Formal school and training detachment commanders will use references (a) and (e) to ensure programs of instruction meet skill training requirements established in this manual and provides career-progression training in the events designated for initial training in the formal school environment.

4. Information. Commanding General (CG), Training and Education Command (TECOM) will update this T&R Manual as necessary to provide current and relevant training standards to commanders. All questions pertaining to the Marine Corps Ground T&R Program and Unit Training Management should be directed to: CG, TECOM, Marine Air Ground Task Force Training and Education Standards Division (C 466), 1019 Elliot Road, Quantico, Virginia 22134.

DISTRIBUTION STATEMENT A: Approved for public release; distribution is unlimited.

5. Command. This manual is applicable to the Marine Corps Total Force.
6. Certification. Reviewed and approved this date.



J. W. LUKEMAN
By direction

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COMCAM T&R MANUAL

TABLE OF CONTENTS

CHAPTER

1 OVERVIEW

2 MISSION ESSENTIAL TASKS MATRIX

3 COLLECTIVE EVENTS

4 MOS 4602 INDIVIDUAL EVENTS

5 MOS 4612 INDIVIDUAL EVENTS

6 MOS 4641 INDIVIDUAL EVENTS

7 MOS 4671 INDIVIDUAL EVENTS

8 MOS 4691 INDIVIDUAL EVENTS

APPENDICE

A ACRONYMS

B TERMS AND DEFINITIONS

COMCAM T&R MANUAL

CHAPTER 1

OVERVIEW

	<u>PARAGRAPH</u>	<u>PAGE</u>
INTRODUCTION.	1000	1-2
UNIT TRAINING	1001	1-2
UNIT TRAINING MANAGEMENT.	1002	1-2
SUSTAINMENT AND EVALUATION OF TRAINING.	1003	1-3
ORGANIZATION.	1004	1-3
T&R EVENT COMPOSITION	1005	1-3
CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR	1006	1-10
OPERATIONAL RISK MANAGEMENT	1007	1-11

COMCAM T&R MANUAL

CHAPTER 1

OVERVIEW

1000. INTRODUCTION

1. The T&R program is the Corps' primary tool for planning, conducting and evaluating training and assessing training readiness. The T&R manual is designed for use by unit commanders to determine performance requirements in preparation for training; for unit leaders to develop and execute training and to assess individual and unit proficiency; and for formal schools and training detachments to create programs of instruction.
2. This T&R manual is built around the Marine Corps tasks (MCTs) that are supported by the Combat Camera occupational field. All events contained in this manual relate directly to these MCTs. Linkage of T&R events to the MCTL enables objective assessment of training readiness in the Defense Readiness Reporting System (DRRS) in accordance with MCO 3500.10 and MCO 3000.13.
3. The T&R manual contains the individual and collective training requirements to prepare units to accomplish their mission. The T&R manual identifies the minimum standards that Marines must be able to perform in a combat environment. Using this tool, leaders can construct and execute an effective training plan that supports the unit's MCTs and the mission-essential task list (METL). The Ground T&R Program helps to ensure that training remains focused on mission accomplishment and that training readiness reported is tied to the unit's METL. More detailed information on the Marine Corps Ground T&R Program is found in reference (a).

1001. UNIT TRAINING

1. The training of Marines to perform as an integrated unit in combat lies at the heart of the T&R program; unit and individual readiness are directly related. Individual training and the mastery of individual core skills serve as the building blocks for unit combat readiness.
2. Commanders at all levels will ensure that all training is focused on achieving proficiency in the unit METL. The T&R manual is a tool to help develop the unit's training plan based on the unit METL.

1002. UNIT TRAINING MANAGEMENT

1. Effective Unit Training Management (UTM) focuses the overall organization on development of training plans based on the unit METL and standards-based community T&R events. This is accomplished in a manner that maximizes training results and focuses the training priorities of the unit in preparation for the conduct of its mission.

2. UTM techniques, described in references (b) and (c), provide commanders with the requisite tools and techniques to analyze, design, develop, implement, and evaluate the training of their unit. To maintain an efficient and effective training program, leaders at every level must understand and implement UTM. Guidance for UTM and the process for establishing effective programs are contained in references (b), (c) and (d).

1003. SUSTAINMENT AND EVALUATION OF TRAINING

1. Marines are expected to maintain proficiency in the training events for their MOS at the appropriate grade and billet to which assigned. Leaders are responsible for recording the training achievements of their Marines. Whether it involves individual or collective training events, they must ensure proficiency is sustained by requiring retraining of each event at or before expiration of the designated sustainment interval.

2. The evaluation of training is necessary to properly prepare Marines for combat. Evaluations are either formal or informal, and performed by members of the unit (internal evaluation) or from an external command (external evaluation). The purpose of formal and informal evaluation is to provide commanders with a process to determine a unit's/Marine's proficiency in the tasks that must be performed in combat. Informal evaluations are conducted during every training evolution. Formal evaluations are often scenario-based, focused on the unit's METs, based on collective training standards, and usually conducted during higher-level collective training events.

3. Evaluation is a continuous process that is integral to training management and is conducted by leaders at every level and during all phases of planning and the conduct of training. To ensure training is efficient and effective, evaluation is an integral part of the training plan. Ultimately, leaders remain responsible for determining if the training was effective. References (b) and (d) provide further guidance on the conduct of informal and formal evaluations using the Marine Corps Ground T&R Program.

1004. ORGANIZATION. The COMCAM T&R Manual is comprised of 8 chapters and 2 appendices. Chapter 1 is an overview of the Ground T&R Program. Chapter 2 lists the core METs/Marine Corps tasks supported by the COMCAM, which are used as part of the DRRS. Chapter 3 contains collective events. Chapters 4 through 8 contain individual events specific to a particular MOS and/or billet, as noted. Appendix A contains acronyms and Appendix B contains terms and definitions.

1005. T&R EVENT COMPOSITION

1. An example of a collective T&R event is provided in figure 1-1 and an example of an individual T&R event is provided in figure 1-2. Events shown in figures are for illustrative purposes only and are not actual T&R events.


```

XXXX-XXXX-####: Stand a sentry post.

EVALUATION CODED: NO           SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Text

MOS PERFORMING: ####, ####

GRADES: XXX, XXX

INITIAL TRAINING SETTING: XXX

CONDITION: Text

STANDARD: Text

PERFORMANCE STEPS:
1. Event component.
2. Event component.
3. Event component.

PREREQUISITE EVENTS:
XXXX-XXXX-####           XXXX-XXXX-####

RELATED EVENTS:
XXXX-XXXX-####           XXXX-XXXX-####

REFERENCES:
1. Reference
2. Reference
3. Reference

SUPPORT REQUIREMENTS:

EQUIPMENT: XXX

MISCELLANEOUS: XXX

ADMINISTRATIVE INSTRUCTIONS: XXX

```

Figure 1-2: Example of an Individual T&R Event

2. Event Code. The event code consists of three sets of characters as shown in figure 1-3:

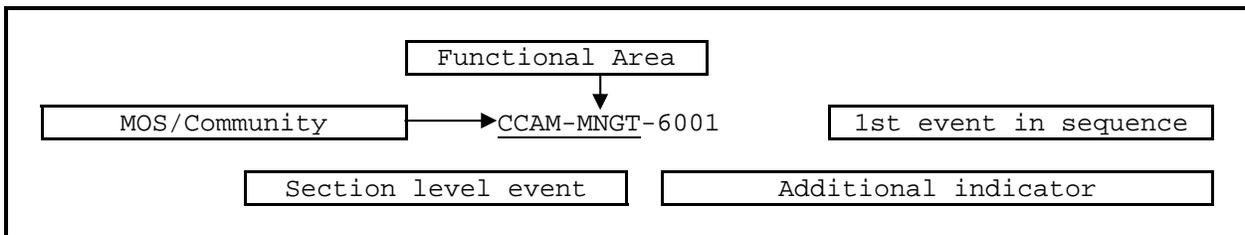


Figure 1-3: T&R Event Coding

a. The first set of characters indicates the main MOS or community (e.g., 0321, 1812, or INTL) that performs the event.

b. The second set of characters indicates functional or duty area (e.g., DEF, FSPT, MVMT, etc.). Categorizing events with the use of a recognizable code makes the type of skill or capability being referenced fairly obvious.

c. The third set of characters is broken down further into the event level, additional indicator (if applicable), and sequence.

(1) Event levels. The character in the thousands digit indicates the level and defines whether the event is performed by an individual (1000- and 2000-level) or by a collective unit, with the relative size of the unit performing the event indicated by the number (3000- through 9000-level). Note that the titles for the various echelons are examples only and are not exclusive. Some collective events levels may not apply to all T&R manuals. Event levels are shown in figure 1-4.

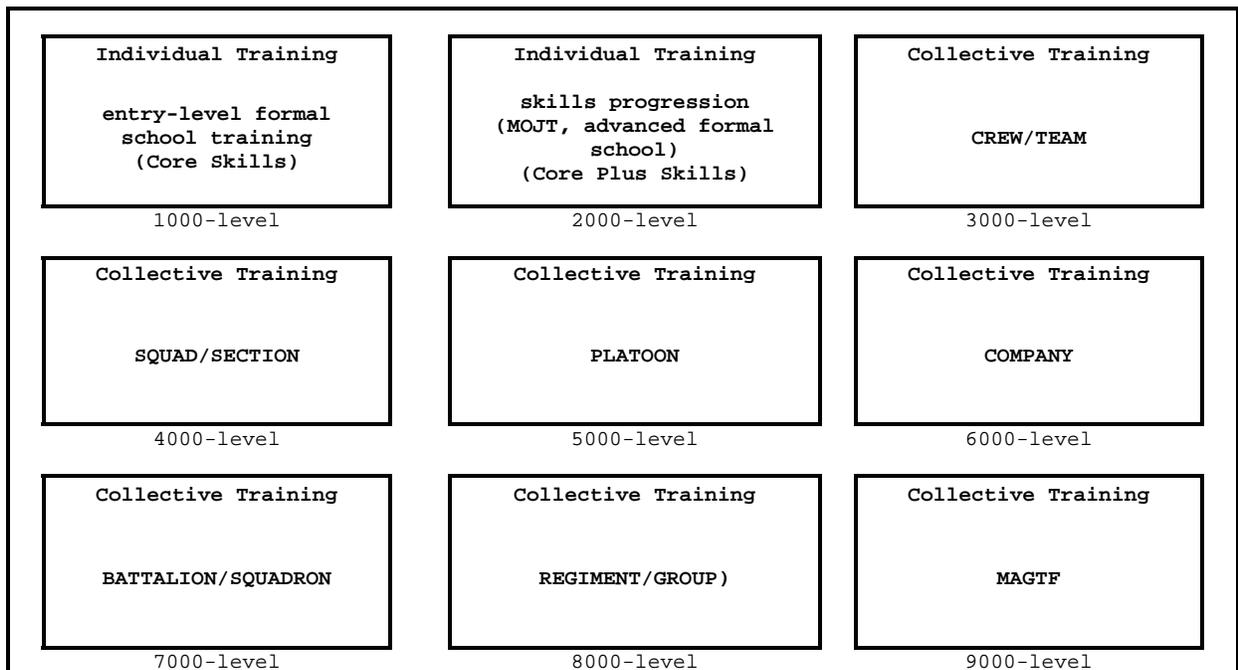


Figure 1-4: T&R Event Levels

(2) Additional indicator. The usage of a number used in the hundreds digit varies. When used in a T&R manual, the additional indicator methodology will be described in the relevant chapter(s).

(3) Sequence. The last two numbers indicate the sequence of the event. All events with the same MOS/community, functional area, and level codes will be grouped together.

3. Title. The name of the event. The event title contains one action verb and ideally, one object noun.

4. Evaluation Coded. A "Yes" indicates that a collective event is something that the Marine Corps has determined that a unit must be able to perform in order or that unit to be considered fully ready for operations. These evaluation-coded (E-coded) events represent the basic level of readiness for a unit. E-coded events are derived from the training measures of effectiveness for the METs assessed as a percentage of the successfully completed and current (within sustainment interval) E-coded events. Most E-coded events will be for battalion-sized units and higher since those are the

units that report in DRRS. However, if the Marine Corps has determined that the readiness of a lower echelon unit is vital to the accomplishment of the supported unit's MET, then that lower echelon collective event may also be E-coded. Other collective events and all individual events will have a "No" to indicate that they are not evaluation-coded.

5. Supported MCT(s). List all MCTs that are supported by the collective training event, even if those events are not listed as a measure of effectiveness (MOE) in a MET.

6. Sustainment Interval. This is the period, expressed as a number of months, between demonstration of performance mastery and the requirement for retraining if mastery is not demonstrated during that period.

7. Billet/MOS. These fields designate who is responsible for performing the event. When formal training is associated with event, individuals in the associated billet(s)/MOS(s).

8. Grade. This field indicates the rank at which Marines are required to perform the event.

9. Description. This field allows an explanation of the event purpose, objectives, goals, and requirements. It is a general description of an action requiring learned skills and knowledge (i.e., engage fixed target with crew-served weapons). Event descriptions are required for collective events, but optional for individual events.

10. Condition. Condition refers to the environment in which the task must be performed. It must also identify the limitations that may affect event performance in a real-world environment. It indicates what is provided (equipment, tools, materials, manuals, aids, etc.), environmental factors or conditions under which the task is to be performed, and any specific cues or indicators to which the performer must respond. Commanders can modify the conditions of the event to best prepare Marines to accomplish the assigned mission (e.g., in a desert environment; in a mountain environment; etc.). When resources or safety requirements limit the conditions, this should be stated. The content of the condition should be included in the event on a "by exception" basis. If there exists an assumption regarding the conditions under which all or most of the events in the manual will be performed, then only those additional or exceptional items required should be listed in the condition. The common conditions under which all the events in a chapter will be executed will be listed as a separate paragraph at the beginning of the chapter.

11. Standard. The performance standard indicates the basis for judging the effectiveness of the performance. It identifies the proficiency level expected when the task is performed. The standard provides the minimum acceptable performance parameters. The standard for collective events will likely be general, describing the desired end-state or purpose of the event. The standard for individual events will be objective, quantifiable, and readily observable. Standards will more specifically describe the proficiency level, specified in terms of accuracy, completeness, time required, and sequencing to which the event is to be accomplished.

12. Event Components/Performance Steps. This is a list of the actions that the event is composed of, or a list of subordinate T&R event descriptions. These help the user determine what must be accomplished and to properly plan for the event. Event components are used for collective events; performance steps are used for individual events.

a. The event components and performance steps will be employed as the basis for performance evaluation check lists by the operating forces.

b. Event components may be either lower level collective events or individual events, indicating aspects of the event that are performed by the entire unit and individuals within the unit. Event components will correspond with the task titles of the related events, allowing for chaining of the events (see below).

13. Prerequisite Events. Prerequisites are academic training or other T&R events that must be completed prior to attempting the event. They are lower-level events that give the individual/unit the skills required to accomplish the event. They can also be planning steps, administrative requirements, or specific parameters that build toward mission accomplishment.

14. Chained Events. Collective T&R events are supported by lower-level collective and individual T&R events. This enables unit leaders to effectively identify subordinate T&R events that ultimately support specific Marine Corps tasks. When the accomplishment of any upper-level events, by their nature, result in the performance of certain subordinate events, the events are "chained." The completion of higher level events will update sustainment interval credit (and CRP for E-coded events) for the subordinate level chained events.

15. Related ITEs. A list of all of the individual training events (1000-2000-level events) that directly support the accomplishment of another event of the same level.

16. Initial Training Setting. All individual events will designate the setting at which the skill is first taught, either through formal training (Formal), managed on the job training (MOJT), or distance learning (DL). Formal training is conducted at a formal school. MOJT occurs within the operating forces and is the responsibility of leaders. DL products include correspondence courses and training conducted via computer applications.

17. References. The training references assist the trainee in satisfying the performance standards, or the trainer in evaluating the effectiveness of task completion. T&R manuals are designed to be a training outline, not to replicate or replace doctrinal publications, reference publications or technical references. References are key to developing detailed lesson plans, determining grading criteria, and ensuring standardization of training. The references listing for each event is representative of those that are most commonly used and are not encyclopedic.

18. Distance Learning Products (DL). Distance learning products include: individual multimedia instruction (IMI), computer-based training (CBT), Marine Corps Institute (MCI), etc. This notation is included when the event

can be taught via one of these media vice attending a formal course of instruction or receiving MOJT.

19. Support Requirements. This is a list of the external and internal support the unit and Marines will need to complete the event. This is a key section in the overall T&R effort, as resources will eventually be tied directly to the training and future efforts to attain and allocate resources will be based on the requirements outlined in the T&R manual. The list includes, but is not limited to:

- Range(s)/Training Area
- Ordnance
- Equipment
- Materials
- Other Units/Personnel

Where applicable, the ordnance requirements for one year of training for the events in the T&R manual will be aggregated into a table contained in an appendix to the T&R.

20. Suitability of Modeling and Simulation for Sustainment. If the occupational advocate determines that an event can be trained to standard by use of modeling or simulation, this will be noted in the event title in a parenthetical remark. Figure 4-1 contains all acceptable codes for inclusion in this parenthetical remark. The specific modeling or simulation that is acceptable for optional or required training will be noted in the description block and in miscellaneous block. Modeling and simulation, per reference (a) is defined as: The use of models, including emulators, prototypes, simulators, and stimulators, either statically or over time, to develop data as a basis for making managerial or technical decisions. For events that have simulation as an optional choice, the specific portions of the event that may be trained by the identified simulator should be noted as well.

Code	Requirement
P	Event performed in platform only
L	Event able to be performed to standard only live environment
S	Event performed only with simulator
P/S	Event performed in platform preferred/simulator optional
S/P	Event performed in simulator preferred/platform optional
L/S	Event performed live preferred/simulator optional
S/L	Event performed in simulator preferred/live optional

Figure 4-1: Acceptable Codes

a. Simulation should be used in lieu of live training (particularly when resources to support the event are constrained); or at the commander's discretion, used as a precursor to live training in order to help maximize and enhance the live training event.

b. This task can be supported by self-paced, CBT, (e.g., MarineNet).

c. Modeling and Simulation Terms (terms are refined from reference (a) as necessary):

(1) Simulation - Any actions that will be performed to achieve effects on a notional enemy and/or actions undertaken that assume the presence of an enemy.

(2) Simulator - Any device external to or in place of the materials or conditions identified in the condition statement of a T&R event to assist in simulating the presence of the enemy.

(3) Combat - Marines conducting actions with actual table of equipment; actual higher, adjacent and subordinate forces; and live ammunition against live, hostile opponents.

(4) Live - Marines conducting actions with actual table of equipment; actual higher, adjacent and subordinate forces; and live ammunition against notional opponents. Implies integration between the various echelons.

(5) Live/Constructive - Marines conducting actions with actual table of equipment; actual or notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents. If there are integrations between the various echelons, this is an integrated live/constructive environment.

(6) Constructive - Marines conducting actions with approximations of table of equipment; actual or notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents. If there are integrations between the various echelons, this is an integrated constructive environment.

(7) Virtual - Marines conducting actions with approximations of table of equipment; notional higher, adjacent and subordinate forces; and without live ammunition against notional opponents.

(8) Distance Learning - Any instruction and evaluation delivered to the student electronically or via mail.

21. Miscellaneous

a. This field provides space for any additional information that will assist in the planning and execution of the event. Units and formal schools are cautioned not to disregard this information or to consider the information of lesser importance than what is contained in other parts of the T&R event. Miscellaneous fields provide an opportunity for the drafters of the T&R event to communicate vital information that might not fit neatly into any other available field. The list may include, but is not limited to:

- Admin Instructions
- Special Personnel Certifications
- Equipment Operating Hours
- Road Miles

1006. CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR. In accordance with MCO 3400.3F all active duty Marines are required to conduct CBRN training on an annual basis. All training plans for the operating forces and supporting

establishments will include the Marine Corps Common Skills CBRN T&R events established to meet this service directed requirement. All units will ensure that personnel are able to execute individual and collective MOS requirements in a CBRN environment, based on resources, time available, and unit mission.

1007. OPERATIONAL RISK MANAGEMENT. All active duty Marines are required to conduct ORM training on an annual basis. The ORM process is used by Marines at all levels to increase operational effectiveness by anticipating hazards and reducing the potential for loss, thereby increasing the probability of a successful mission. ORM assists the commander in determining the balance between training realism and unnecessary risks in training, the impact of training operations on the environment, and the adjustment of training plans to fit the level of proficiency and experience of Sailors/Marines and leaders. Further guidance for ORM is found in MCO 3500.27B.

COMCAM T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

	<u>PARAGRAPH</u>	<u>PAGE</u>
MARINE CORPS TASKS (MCT)	2000	2-2
COMCAM CORE MCTs	2001	2-2

COMCAM T&R MANUAL

CHAPTER 2

MARINE CORPS TASKS

2000. MARINE CORPS TASKS (MCT). The COMCAM T&R manual does not contain Defense Readiness Reporting System (DRRS) reportable METs. Although the events (individual and/or collective) contained in this manual are not directly linked to reportable Mission Essential Tasks, they directly support the Marine Corps' ability to meet capabilities identified in the Marine Corps Task List (MCO 3500.26_). The MCT table lists the MCTL task supported by the COMCAM community.

2001. COMCAM MCTs

- a. COMCAM support the following MCTs:

MARINE CORPS TASK	DESCRIPTION
MCT 3.4	Provide Combat Camera (COMCAM) support
MCT 3.4.1	Provide Combat Camera (COMCAM) for the MAGTF
MCT 5.4.1.3.1	Combat Camera (COMCAM) Support to Military Information Support Operations (MISO)
MCT 5.4.1.4	Provide Combat Camera (COMCAM) Support to Information Operations

COMCAM T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE.	3000	3-2
EVENT CODING	3001	3-2
INDEX OF COLLECTIVE EVENTS	3002	3-2
4000-LEVEL EVENTS.	3003	3-2
3000-LEVEL EVENTS.	3004	3-3

COMCAM T&R MANUAL

CHAPTER 3

COLLECTIVE EVENTS

3000. PURPOSE. Chapter 3 contains collective training events for the Combat Camera Community.

3001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
CCAM	Combat Camera

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
MNGT	Management

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
4000	Section Level
3000	Team Level

3002. INDEX OF COLLECTIVE EVENTS

Event Code	E-Coded	Event	Page
4000-LEVEL			
CCAM-MNGT-4001		Employ Tactical Imagery Production System	3-2
3000-LEVEL			
CCAM-MNGT-3001		Conduct Combat Camera Actions in Support of Operational/Training Requirements	3-3

3003. 4000-LEVEL EVENTS

CCAM-MNGT-4001: Employ Tactical Imagery Production System (TIPS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: The TIPS provides the commander an organic production capability to include still photography, motion media, graphics, multimedia, high volume reproduction, and large format printing throughout the ROMO.

CONDITION: Given a requirement, a minimum of five COMCAM personnel, and logistical support.

STANDARD: To operate, integrate and produce COMCAM products, in a timeline established by the commander.

EVENT COMPONENTS:

1. Coordinate logistics support.
2. Deploy TIPS.
3. Setup TIPS.
4. Conduct operations check.
5. Produce COMCAM products.
6. Perform operator PMCS; as required.
7. Disassemble TIPS.
8. Prepare for redeployment; as required.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
2. MCWP 3-33.7 Combat Camera in the MAGTF
3. SOP Standard Operating Procedures (SOP)
4. TIPS Manual Tactical Imagery Production System (TIPS) Training Manual
5. TM 10-5411-200-14 Shelter, Tactical, Expandable, Two-Sided (Tactical Imagery Production System)
6. TM 11084A-OI Environmental Control Unit

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: Support personnel required; 1341 Generator Mechanic, 1345 Engineer Equipment Operator, 1141 Electrician; 1161 Environmental Control Unit Mechanic, 3531 Motor Vehicle Operator, 3521 Organizational Auto Mechanic, 4068 Data Network Technician, 0651 Data Network Specialist, 0656 Tactical Network Specialist.

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: A minimum of five COMCAM personnel are required to employ the TIPS. The system is supported by both Continued Logistics Support (CLS) for Commercial off the Shelf (COTS) equipment (computers, printers, dub racks, etc...), and through local organic engineering support for the Government off the Shelf (GOTS) equipment (generators, environmental control units, etc...). The TIPS has the capability to attach to local command communication assets.

3004. 3000-LEVEL EVENTS

CCAM-MNGT-3001: Conduct Combat Camera Actions in support of Operational/Training requirements

EVALUATION-CODED: YES

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines will design and develop multimedia products in support of operational and training requirements.

CONDITION: With the aid of reference, given TIPS or production workstation, associated software/materials, production equipment, and a requirement.

STANDARD: Fulfilling mission requirements in accordance with the commander's intent.

EVENT COMPONENTS:

1. Receive requirement.
2. Identify environment.
3. Assign teams.
4. Acquire imagery.
5. Create products.
6. Mass reproduce products.
7. Perform quality control.
8. Accession imagery/products.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
2. MCWP 3-33.7 Combat Camera in the MAGTF
3. Current Standard Operating Procedures (SOP) from Higher Headquarters
4. DoDI 5040.02
5. DoDI 5040.07
6. MCO 5600.31 Printing and Publication Manual

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Includes all operations conducted by the MAGTF, Information Operations (IO) and Military Information Support Operations (MISO), training commands and support establishments.

COMCAM T&R MANUAL

CHAPTER 4

MOS 4602 INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	4000	4-2
ADMINISTRATIVE NOTES.	4001	4-2
INDEX OF INDIVIDUAL EVENTS.	4002	4-2
2000-LEVEL EVENTS	4003	4-3

COMCAM T&R MANUAL

CHAPTER 4

MOS 4602 INDIVIDUAL EVENTS

4000. PURPOSE. This chapter details the individual events that pertain to MOS 4602, Combat Camera Officer. These events are linked to a service-level Mission Essential Tasks (MET). This link tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

4001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
4602	Combat Camera Officer

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
MNGT	Management
PLAN	Planning

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills
2X00	Advanced Core Plus Skills (The second digit can be used for categorizing events as the Task Analyst/Advocate deem appropriate)

4002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	MANAGEMENT	
4602-MNGT-2001	Conduct a COMCAM capabilities brief	3
4602-MNGT-2002	Develop Appendix 9, Annex C to an Operations Order	3
4602-MNGT-2003	Develop COMCAM Standard Operating Procedures (SOP)	4
4602-MNGT-2004	Develop local COMCAM Order (3104.1)	5
4602-MNGT-2005	Direct the employment of the Tactical Imagery Production System (TIPS)	5

4602-MNGT-2006	Manage COMCAM Budget	6
4602-MNGT-2007	Supervise the handling of classified material	7
4602-MNGT-2008	Submit COMCAM lessons learned	8
4602-MNGT-2009	Manage COMCAM assets	8
4602-MNGT-2010	Establish imagery movement plan	9
4602-MNGT-2011	Manage a production	10
	PLANNING	
4602-PLAN-2012	Direct embarkation of COMCAM equipment	10
4602-PLAN-2013	Develop COMCAM Logistic Plan	11
4602-PLAN-2014	Develop the print management program	12

4003. 2000-LEVEL EVENTS

4602-MNGT-2001: Conduct a COMCAM capabilities brief

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will conduct a COMCAM capabilities brief in order to educate target audience on the capabilities and limitations of Marine COMCAM which will assist in the proper employment of COMCAM assets.

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a requirement, commanders intent, a production work station, briefing format, briefing materials, and a target audience.

STANDARD: Ensuring COMCAM capabilities and limitations are fully explained, within the time allotted and in accordance with the MCO 3104.1_.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare the brief.
3. Prepare handouts; as required.
4. Rehearse the brief.
5. Conduct the brief.
6. Answer questions.

REFERENCES:

1. Local Standing Operating Procedures (SOP)
2. MCO 3104.1_ Marine Corps Combat Camera Program
3. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
4. MCWP 3-33.7 Combat Camera in the MAGTF

4602-MNGT-2002: Develop Appendix 9, Annex C to an Operations Order

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The Combat Camera Officer will develop the Combat Camera Appendix to the operations order that provides tasks and mission requirements in support of the Commanders intent.

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given an operations plan, template, and computer workstation.

STANDARD: Supporting the commander's intent and mission in a designated timeline.

PERFORMANCE STEPS:

1. Review operations plan.
2. Determine COMCAM assets.
3. Determine COMCAM functions.
4. Determine COMCAM responsibilities.
5. Determine COMCAM command structure.
6. Determine COMCAM reporting procedures.
7. Determine COMCAM planned employment.
8. Determine COMCAM coordinating instructions.
9. Determine COMCAM related operational parameters.
10. Finalize Appendix 9, Annex C.
11. Submit Appendix 9, Annex C to Operations Officer.

REFERENCES:

1. JP 1-02 Department of Defense Dictionary of Military and Associated Terms
2. JP 3-13.2 JOPEs, VOL. II
3. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
4. MCWP 3-33.7 Combat Camera in the MAGTF
5. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

4602-MNGT-2003: Develop COMCAM Standard Operating Procedures (SOP)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will establish policy, standard operating procedures and desktop procedures that are compliant with appropriate MCO's, command directives, public laws, and follows the commander's intent.

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given command directives and orders.

STANDARD: Within 90 days of assignment, and in accordance with MCO 3104.1.

PERFORMANCE STEPS:

1. Review current and higher COMCAM SOP.
2. Review local directives and policies.
3. Solicit input from COMCAM staff.
4. Draft SOP.
5. Submit to higher for review and concurrence.
6. Update as required.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. MCWP 3-33.7 Combat Camera in the MAGTF
-

4602-MNGT-2004: Develop local COMCAM Order (3104.1)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will develop a local COMCAM Order which outlines COMCAM actions and services derived from MCO 3104.1 and contains local SOP.

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given command directives and orders and a workstation.

STANDARD: Within 90 days of assignment, that meets commander's intent.

PERFORMANCE STEPS:

1. Review references.
2. Review local directives and policies.
3. Draft order.
4. Submit to higher for review and concurrence.
5. Update as required.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
 3. MCWP 3-33.7 Combat Camera in the MAGTF
-

4602-MNGT-2005: Direct the employment of the Tactical Imagery Production System (TIPS)

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine will direct the employment and operation of the Tactical Imagery Production System (TIPS).

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a mission, TIPS, COMCAM personnel, logistical support, and a location to set up.

STANDARD: To support operational requirements, in a timeline established by the commander.

PERFORMANCE STEPS:

1. Ensure TIPS employment plan is included in operations.
2. Conduct site survey.
3. Arrange for logistical support.
4. Direct TIPS deployment.
5. Ensure safety guidelines are followed.
6. Ensure systems/operations checks are completed.
7. Direct TIPS operations.
8. Direct TIPS disassembly.
9. Direct redeployment; as required.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
2. MCWP 3-33.7 Combat Camera in the MAGTF
3. Operator's Manual Operator's Manual
4. SL-3-4120 Components List for Family of Environmental Control Units
5. SL-3-6115 Components List for Generator Set, Diesel Engine Driven, Skid Mounted
6. TM 10-5411-200-14 Shelter, Tactical, Expandable, Two-Sided (Tactical Imagery Production System)
7. Unit SOP Unit's Standing Operating Procedures

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: 1341 Generator Mechanic, 1345 Engineer Equipment Operator, 1141 Electrician, 1161 Environmental Control Unit Mechanic, 3531 Motor Vehicle Operator, 3521 Organizational Auto Mechanic, 4068 Data Network Technician, 0651 Data Network Specialist, and 0656 Tactical Network Specialist.

4602-MNGT-2006: Manage COMCAM Budget

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given historical data, existing contracts, CMR, list of existing deficiencies, life cycle management and operations & maintenance plans.

STANDARD: Ensuring that a budget plan is submitted that identifies all COMCAM requirements, and is executed in compliance with the MCO P7100.8.

PERFORMANCE STEPS:

1. Review historical data.
2. Review life cycle management plan.
3. Prepare reports.
4. Review CMR.
5. Identify existing deficiencies.
6. Draft budget plan.
7. Submit draft budget plan.
8. Review approved budget.
9. Identify fiscal deficiencies.
10. Submit unfunded deficiency request; as required.
11. Execute approved budget.
12. Maintain budget records.

REFERENCES:

1. Local Standing Operating Procedures (SOP)
2. MCO 3104.1_ Marine Corps Combat Camera Program
3. MCO P4400.150_ Consumer Level Supply Policy Manual
4. MCO P7100.8_ Field Budget Guidance Manual
5. Operator's Manual Operator's Manual
6. TM 4700-15/1_ Ground Equipment Record Procedures

4602-MNGT-2007: Supervise the handling of classified material

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, having produced or received classified material.

STANDARD: Ensuring 100 percent accountability and zero compromise.

PERFORMANCE STEPS:

1. Verify classification of materials.
2. Determine the chain of custody procedures for handling sensitive or classified materials.
3. Ensure COMCAM products are marked according to classification.
4. Coordinate destruction of classified material with the Classified Materials Control Coordinator (CMCC).

5. Ensure records are maintained.

REFERENCES:

1. DODD 5230.9 Clearance of DoD Information for Public Release
2. MCO 5230.18 Clearance of Department of Defense Information for Public Release
3. MCO 5510.17 Policy for Handling and Safeguarding North Atlantic Treaty Organization (NATO) Material
4. MCO 5510.9 Security of Information for Public Release
5. OPNAVINST 5510.1_ Department of the Navy Information and Personnel Security Program Regulation
6. SECNAVINST 5510.30_ Information and Personnel Security Program

4602-MNGT-2008: Submit COMCAM lessons learned

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will draft a naval message to communicate official correspondence.

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, during and immediately after COMCAM missions, a Marine Corps Center for Lessons Learned account, and a CAC enabled computer.

STANDARD: Ensuring successes, failures and best practices of COMCAM encountered during operations and training are captured.

PERFORMANCE STEPS:

1. Review COMCAM missions.
2. Compile lessons learned.
3. Submit lessons learned report to MCCLL representative.

REFERENCES:

1. Local Standard Operating Procedures (SOP)
2. MCO 3104.1_ Marine Corps Combat Camera Program
3. MCO 3504.1_ Marine Corps Lessons Learned Program (MCCLP) and the Marine Corps Center for Lessons Learned (MCCLL)
4. SECNAVINST 5216.5 Naval Correspondence Manual

4602-MNGT-2009: Manage COMCAM assets

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will manage all COMCAM assets including personnel and

equipment, and contracts.

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a mission and Combat Camera account T/O&E.

STANDARD: Ensuring adequate T/O&E allowances are on hand to support the COMCAM sections mission and in accordance with parent commands procedural guidelines.

PERFORMANCE STEPS:

1. Review mission.
2. Determine mission T/O&E requirements.
3. Determine T/O&E excesses/deficiencies.
4. Coordinate the adjustment of the unit T/E through commands S-1/G-1 and S-4/G-4.
5. Review contracts.
6. Draft a statement of work as required.
7. Draft a Table of Organization/Equipment Change Request (TOECR).
8. Reconcile T/O&E changes with OccFld Sponsor/specialist.
9. Draft Universal Needs Statement (UNS) as required.
10. Manage all contracts related to COMCAM.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. MCO 3504.1_ Marine Corps Lessons Learned Program (MCCLP) and the Marine Corps Center for Lessons Learned (MCCLL)
 3. MCO 5311.1_ Total Force Structure Process (TFSP)
 4. MCO P4790.2_ MIMMS Field Procedures Manual
 5. SECNAVINST 5216.5 Naval Correspondence Manual
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4602-MNGT-2010: Establish imagery movement plan

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given an order.

STANDARD: Ensuring imagery is moved in accordance with MCO 3104.1_ and the local commanders intent.

PERFORMANCE STEPS:

1. Review all applicable orders or plans.
2. Determine available assets.
3. Draft plan.
4. Review plan.
5. Publish plan.

REFERENCES:

1. DODD 5040.2 Visual Information (VI)
 2. DoDI 5040.07 DoD VI Productions
 3. MCO 3104.1_ Marine Corps Combat Camera Program
-

4602-MNGT-2011: Manage a Production

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will manage all requirements of an official Marine Corps motion media production that includes liaison actions between the Office of Primary Responsibility (OPR), possible outside contracts, and all levels of a production.

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, budget, and combat camera assets.

STANDARD: Ensuring production is provided to the OPR that supports the requirement in accordance with DoDI 5040.07.

PERFORMANCE STEPS:

1. Determine OPR requirement.
2. Complete DD Form 1995.
3. Determine level of COMCAM support capable.
4. Assign a project officer.
5. Maintain a production folder.

REFERENCES:

1. DoDI 5040.07 DoD VI Productions
 2. MCO 3104.1_ Marine Corps Combat Camera Program
-

4602-MNGT-2012: Direct embarkation of COMCAM equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement.

STANDARD: Within timeline established by S/G-4.

PERFORMANCE STEPS:

1. Review mission.
2. Determine mission T/O&E requirements.
3. Determine T/O&E excesses/deficiencies.
4. Coordinate the adjustment of the unit T/E through commands S-1/G-1 and S-4/G-4.
5. Review contracts.

REFERENCES:

1. Higher Headquarters OpOrd
 2. JOPEs Manual
 3. Local Standard Operating Procedures (SOP)
 4. MCRP 4-11.3G Unit Embarkation Handbook
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4602-PLAN-2013: Develop COMCAM Logistic Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The individual will identify, plan, coordinate and manage adequate state of materiel readiness and logistical support.

MOS PERFORMING: 4602

BILLETS: Combat Camera Officer

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, given a mission, the combat camera support plan and assets.

STANDARD: In performance step sequence, within a timeline established by HHQ, and in accordance with the references.

PERFORMANCE STEPS:

1. Identify COMCAM assets required to support mission requirements.
2. Coordinate with command logistics and embarkation representatives (S/G-4) and update and manage TPFDD on Combat Camera assets.
3. Coordinate packing of COMCAM assets with S/G-4.
4. Coordinate with external contract support for COTS and GOTS equipment.
5. Establish sustainment/replenishment procedures.
6. Establish re-deployment procedures.
7. Create plan coordinate marking and inspection of containers with S/G-4.
8. Coordinate on-load of containers with S/G-4.
9. Coordinate off-load and receipt of containers with S/G-4 at destination.

10. Plan for redeployment.

REFERENCES:

1. Higher Headquarters OpOrd
2. Local Standing Operating Procedures (SOP)

4602-MNGT-2014: Develop the print management program

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4602

GRADES: WO-1, CWO-2, CWO-3, CWO-4, CWO-5, CAPT, MAJ, LTCOL

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a local print order.

STANDARD: Ensuring the requirement is met, within the time allotted and MCO 5600.31_.

PERFORMANCE STEPS:

1. Review requirements.
2. Review historical data.
3. Conduct needs assessment; as required.
4. Conduct technical reviews; as required.
5. Coordinate with DLA for support; as required.
6. Monitor contracts.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
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COMCAM T&R MANUAL

CHAPTER 5

MOS 4612 INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	5000	5-2
ADMINISTRATIVE NOTES	5001	5-2
INDEX OF INDIVIDUAL EVENTS	5002	5-2
1000-LEVEL EVENTS	5003	5-3
2000-LEVEL EVENTS	5004	5-8

COMCAM T&R MANUAL

CHAPTER 5

MOS 4612 INDIVIDUAL EVENTS

5000. PURPOSE. This chapter details the individual events that pertain to MOS 4612, Production Specialist. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailors individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

5001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
4612	Production Specialist

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
PROD	Production

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills
2X00	Advanced Core Plus Skills (The second digit can be used for categorizing events as the Task Analyst/Advocate deem appropriate)

5002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	1000-LEVEL	
4612-PROD-1001	Create reprographic products	3
4612-PROD-1002	Create multimedia products	4
4612-PROD-1003	Conduct post production	5
4612-PROD-1004	Conduct print production	5
4612-PROD-1005	Create combat illustrator digital portfolio	6

4612-PROD-1006	Create original illustration	7
4612-PROD-1007	Maintain production/post production equipment	8
	2000-LEVEL	
4612-PROD-2001	Supervise section work flow	8
4612-PROD-2002	Perform quality control measures	9
4612-PROD-2003	Maintain combat illustrator portfolio	10
4612-PROD-2004	Conduct a COMCAM capabilities brief	10

5003. 1000-LEVEL EVENTS

4612-PROD-1001: Create reprographic products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marines will layout and design products to include but not limited to: finished print products and digital media.

MOS PERFORMING: 4612

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field environment, with the aid of references, given a Tactical Imagery Production System (TIPS), production workstation, associated software, scanner, and an operational requirement.

STANDARD: Producing a product that meets the operational requirement within a deadline.

PERFORMANCE STEPS:

1. Validate customer requirement.
2. Log in job order.
3. Compile media necessary to complete product.
4. Prepare product.
5. Conduct quality control check on the product.
6. Submit to COMCAM/Production Chief for approval.
7. Contact requester for proof approval.
8. Make product modifications; as required.
9. Submit finished product to requestor.
10. Accession finished product.
11. Complete job order.

REFERENCES:

1. Local Standing Operating Procedures (SOP)
2. MCO 3104.1_ Marine Corps Combat Camera Program
3. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
4. MCWP 3-33.7 Combat Camera in the MAGTF
5. TM Technical Manuals

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Reprographic products can include, but are

not limited to: command information products in support of operations and training.

4612-PROD-1002: Create multimedia products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will create multimedia products including, but not limited to the following: interactive products and digital media.

MOS PERFORMING: 4612

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field environment, with the aid of references, given a Tactical Imagery Production System (TIPS), production workstation, associated software, scanner, and an operational requirement.

STANDARD: Producing a product that meets the operational requirement within a deadline.

PERFORMANCE STEPS:

1. Validate customer requirement.
2. Log in job order.
3. Compile media necessary to complete product.
4. Prepare product.
5. Conduct Quality Control check on the product.
6. Submit to COMCAM/Production Chief for approval.
7. Contact requester for proof approval.
8. Make product modifications; as required.
9. Submit finished product to requestor.
10. Accession finished product.
11. Complete job order.

REFERENCES:

1. Local Standing Operating Procedures (SOP)
2. JIEO Report 8307 DOD Guide to Selecting Computer-Based Multimedia Standards, Technologies, Products and Practices
3. MCO 3104.1_ Marine Corps Combat Camera Program
4. MCWP 3-33.7 Combat Camera in the Marine Air-Ground Task Force (MAGTF)

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Multimedia products can include, but are not limited to: command information products in support of operations and training for briefs and/or presentations, computer based applications, DVD, CD, MPG, windows and media/real video webpage.

4612-PROD-1003: Conduct post production

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will conduct post production which includes, but is not limited to the following: finishing, binding, and mounting.

MOS PERFORMING: 4612

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given post production equipment, safety equipment/guidelines, associated materials and a requesters requirement.

STANDARD: Within a deadline established by the Standard Operating Procedures (SOP).

PERFORMANCE STEPS:

1. Review job order.
2. Select post production equipment/materials.
3. Produce finished product.
4. Conduct quality control check on product.
5. Submit to COMCAM/Production Chief for approval.
6. Contact requester for proof approval.
7. Make product modifications; as required.
8. Complete job order.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
2. MCO P5600.31G Marine Corps Publications and Printing Regulations
3. TIPS Manual Tactical Imagery Production System (TIPS) Training Manual
4. TM 10-5411-200-14 Shelter, Tactical, Expandable, Two-Sided (Tactical Imagery Production System)
5. TM 11084A/11084B-OI/1 Operation and Unit Maintenance Instructions with Illustrated Parts Breakdown for Environmental Control Unit, 5-Ton, 60,000 BTU (60K ECU)
6. Unit SOP Unit's Standing Operating Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: After initial formal schooling sustainment training of post-production equipment can be conducted with available reproduction equipment if TIPS is not available at command.

4612-PROD-1004: Conduct print production

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will conduct print production which includes printing

and duplication.

MOS PERFORMING: 4612

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given a Tactical Imagery Production System (TIPS) and or a production workstation, production equipment, safety equipment/guidelines, associated materials and a requester's requirement.

STANDARD: Within a deadline established by the Standard Operating Procedures (SOP).

PERFORMANCE STEPS:

1. Review job order.
2. Select production equipment/materials.
3. Conduct quality control check on product.
4. Make product modifications; as required.
5. Print/duplicate product.
6. Submit to COMCAM/Production Chief for approval.
7. Submit product for post-production.
8. Complete job order.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
2. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
3. TIPS Manual Tactical Imagery Production System (TIPS) Training Manual
4. TM 10-5411-200-14 Shelter, Tactical, Expandable, Two-Sided (Tactical Imagery Production System)
5. TM 11084A/11084B-OI/1 Operation and Unit Maintenance Instructions with Illustrated Parts Breakdown for Environmental Control Unit, 5-Ton, 60,000 BTU (60K ECU)
6. Unit SOP Unit's Standing Operating Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: After initial formal schooling sustainment training production equipment can be conducted with available reproduction equipment if TIPS is not available at command.

4612-PROD-1005: Create combat illustrator digital portfolio

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will create a portfolio that will consist of no less than the following: poster, tri-fold/brochure, leaflet/handbill, multimedia product, and digital illustration.

MOS PERFORMING: 4612

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the reference, a standardized portfolio application and individually developed products.

STANDARD: Developing a proper portfolio in accordance with MCO 3104-1_.

PERFORMANCE STEPS:

1. Review portfolio requirements.
2. Consolidate individual COMCAM products.
3. Assemble digital portfolio.
4. Publish portfolio..
5. Submit to COMCAM Chief, OIC/Director.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
-

4612-PROD-1006: Create original illustration

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will develop COMCAM products including, but not limited to; hand drawn and digital illustrations.

MOS PERFORMING: 4612

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given artistic tools or a production workstation, associated media or software, scanner, and an operational requirement.

STANDARD: That meets the operational requirement.

PERFORMANCE STEPS:

1. Review operational requirement.
2. Log in job order.
3. Compile media necessary to complete product.
4. Select graphic illustration style to meet requirement.
5. Develop illustration.
6. Conduct quality control check on product.
7. Submit to COMCAM/Production Chief for approval.
8. Contact requester for proof approval.
9. Make product modifications; as required.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. OPNAVINST 5040.4_ Navy Insignia
 3. Unit SOP Unit's Standing Operating Procedures
-

4612-PROD-1007: Maintain production/post production equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine will ensure that functional inspections are conducted as required in order to ensure equipment is operational. Production/post production equipment includes, but is not limited to the following: digital presses, stitchers, drill presses, and folders.

MOS PERFORMING: 4612

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the references, a Tactical Imagery Production System (TIPS) or production/post production equipment, maintenance log, and maintenance tools.

STANDARD: Ensuring all systems are operational.

PERFORMANCE STEPS:

1. Review maintenance log.
2. Conduct operations check on systems.
3. Troubleshoot errors.
4. Correct error/malfunction.
5. Identify unserviceable equipment and or components.
6. Take corrective measures to repair or replace.
7. Maintain preventative maintenance jacket.

REFERENCES:

1. MCO 4790.7 Marine Corps Integrated Maintenance Management System Automated Information System, Headquarters Maintenance Subsystem, Headquarters Users Manual (Aug 77)
2. TM 4700-15/1_ Ground Equipment Record Procedures
3. Unit SOP Unit's Standing Operating Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Authorize maintenance will be determined according to service contract.

5004. 2000-LEVEL EVENTS

4612-PROD-2001: Supervise section work flow

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will process and assign job requests to project managers, project consumables and expenditures, and monitor maintenance cycles to ensure timelines are met.

MOS PERFORMING: 4612

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, reproduction section, job order database, consumables, and production/post production equipment.

STANDARD: Ensuring job requests are completed to standard IAW local SOP.

PERFORMANCE STEPS:

1. Review job request.
2. Conduct feasibility of support.
3. Assign job requests.
4. Conduct Quality Control.
5. Confirm accessioning.
6. Confirm job request close outs.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
2. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
3. MCWP 3-33.7 Combat Camera in the Marine Air-Ground Task Force (MAGTF)
4. Unit SOP Unit's Standing Operating Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Authorize maintenance will be determined according to service contract.

4612-PROD-2002: Perform quality control measures

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will perform quality control standards to meet operational requirements.

MOS PERFORMING: 4612

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references.

STANDARD: Ensuring the product meets customer/operational requirements.

PERFORMANCE STEPS:

1. Review job order.
2. Review the product.
3. Ensure approved requirements are met.
4. Return for modification; as required.

work station, briefing format, briefing materials, and a target audience.

STANDARD: Ensuring COMCAM capabilities and limitations are fully explained in accordance with MCO 3104.

PERFORMANCE STEPS:

1. Review the references.
2. Rehearse the brief.
3. Prepare handouts; as required.
4. Conduct the brief.
5. Answer questions.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
 3. MCWP 3-33.7 Combat Camera in the MAGTF
 4. Unit SOP Unit's Standing Operating Procedures
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COMCAM T&R MANUAL

CHAPTER 6

MOS 4641 INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	6000	6-2
ADMINISTRATIVE NOTES.	6001	6-2
INDEX OF INDIVIDUAL EVENTS.	6002	6-2
1000-LEVEL EVENTS	6003	6-3
2000-LEVEL EVENTS	6004	6-10

COMCAM T&R MANUAL

CHAPTER 6

MOS 4641 INDIVIDUAL EVENTS

6000. PURPOSE. This chapter details the individual events that pertain to MOS 4641, Combat Photographer. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

6001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
4641	Combat Photographer

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
PHTO	Photography

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills
2X00	Advanced Core Plus Skills (The second digit can be used for categorizing events as the Task Analyst/Advocate deem appropriate)

6002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	1000-LEVEL	
4641-PHTO-1001	Accession still photographic images	6-3
4641-PHTO-1002	Capture still photographic images in an tactical environment	6-4
4641-PHTO-1003	Acquire still photographic images in an administrative environment	6-4
4641-PHTO-1004	Conduct still photographic documentation of a	6-5

	sensitive environment	
4641-PHTO-1005	Produce photographic products	6-6
4641-PHTO-1006	Create a still photographic digital portfolio	6-7
4641-PHTO-1007	Maintain photographic equipment	6-8
4641-PHTO-1008	Produce photographic products	6-8
4641-PHTO-1009	Create a still photographic digital portfolio	6-9
	2000-LEVEL	
4641-PHTO-2001	Maintain photographic equipment	6-10
4641-PHTO-2002	Maintain a still photographic portfolio	6-10
4641-PHTO-2003	Conduct a COMCAM capabilities brief	6-11
4641-PHTO-2004	Supervise section work flow	6-12
4641-PHTO-2005	Capture still photographic images	6-12

6003. 1000-LEVEL EVENTS

4641-PHTO-1001: Accession still photographic images

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will accession imagery by selecting specific or requested imagery by the removal of redundant and unusable still photographs. Accessioning will also include saving still photographic images with appropriate VIRIN and captioning by providing all DoD required metadata. Still photographic images will be archived for any future requirements and historical purposes.

MOS PERFORMING: 4641

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, a computer workstation, associated software, and transmission capability.

STANDARD: Ensuring imagery is processed accessioned IAW MCO 3104.1_.

PERFORMANCE STEPS:

1. Review images.
2. Select required images.
3. Save selected images as Visual Information Record and Identification Number (VIRIN).
4. Embed metadata.
5. Archive locally.
6. Submit to caption editor for review.
7. Correct metadata; as required.
8. Submit to release authority for review.
9. Transmit imagery; as required.
10. Complete transmission log.

REFERENCES:

1. Local Standing Operating Procedures (SOP)

studio (command portraits, promotion, passport, and still life photographs), command information, ceremonial (changes of command and post and relief, retirements and awards).

MOS PERFORMING: 4641

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, using a still camera system, studio equipment, and a requirement.

STANDARD: Acquiring imagery that meets the requirement.

PERFORMANCE STEPS:

1. Review requirement.
2. Coordinate support with requestor; as required.
3. Select appropriate equipment needed to complete mission.
4. Acclimatize equipment for weather conditions as needed.
5. Conduct equipment operations check.
6. Acquire administrative images.
7. Gather caption data; as required.

REFERENCES:

1. DOD Captioning Style Guide
2. DOD 5040 Series
3. MCO 3104.1_ Marine Corps Combat Camera Program
4. MCO 5512.4_ No-fee Passports
5. MCO P1070.12_ Marine Corps Individual Records Administration Manual (IRAM)
6. Unit SOP Unit's Standing Operating Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Archive media may consist of, but not limited to; Compact Disk (CD), Digital Versatile Disk (DVD), Media Server Storage (Database, Web base). Archived imagery should be in raw form and always duplicated in effort in order to ensure loss of data doesn't occur. Multiple archives ensure data can be retrieved in case one becomes lost and irretrievable.

4641-PHTO-1004: Conduct still photographic documentation of a sensitive environment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine will acquire still photographic images of an environment consisting of but not limited to the following types: forensic, mishap, crime, battle damage, and tactical/sensitive sites.

MOS PERFORMING: 4641

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a still camera system, specialized equipment, Night Vision System (NVS), and a requirement.

STANDARD: Acquiring imagery that focuses on the identifying details of an environment and meets the requirement.

PERFORMANCE STEPS:

1. Review requirement.
2. Select required equipment.
3. Acclimatize equipment for weather conditions as needed.
4. Conduct equipment operations check.
5. Coordinate with investigative representative/on scene commander for access to site and imagery requirements.
6. Acquire images.
7. Gather caption data.
8. Caption imagery; as required.
9. Label photos in accordance with classification guidance from investigating official as required.
10. Establish chain of custody as required.
11. Archive imagery; as required.

REFERENCES:

1. DOD Captioning Style Guide
2. DODD 5230.9 Clearance of DoD Information for Public Release
3. Joint Publication 1-02 Dictionary of Military and Associated Terms
4. Unit SOP Unit's Standing Operating Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Sensitive site examples are enemy weapon caches, mass graves, torture chambers, POW sites, WMD sites, Improvised Explosive Device (IED) sites, enemy use of protected sites (hospitals, religious buildings, schools etc.) Examples of forensic photography include autopsy, aircraft mishap, vehicle mishap, suicide, material deficiency reports, crime scene etc... Examples of scale may include any common item (ruler, pen, ID card, boot, person) that is placed near or next to item being photographed for reference of size. Specialized equipment consists of macro lenses, micro lenses, ring flash, filters, color scale, and slate. Do not erase any still imagery acquired in support of an official investigation.

4641-PHTO-1005: Produce photographic products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will produce products including, but not limited to: photographic layouts, print media, and digital media.

MOS PERFORMING: 4641

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a Tactical Imagery Production System (TIPS), a production workstation, associated software, production equipment, and a requirement.

STANDARD: That meets the operational requirement.

PERFORMANCE STEPS:

1. Validate customer requirement.
2. Log in job order.
3. Compile media necessary to complete product.
4. Prepare product.
5. Conduct quality control check on the product.
6. Submit to COMCAM/Production Chief for approval.
7. Contact requester for proof approval.
8. Make product modifications; as required.
9. Submit finished product to requestor.
10. Accession finished product.
11. Complete job order.

REFERENCES:

1. Local Standing Operating Procedures (SOP)
2. MCWP 3-33.7 Combat Camera in the MAGTF

4641-PHTO-1006: Create a still photographic digital portfolio

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will create a portfolio that will consist of no less than the following: combat documentation, picture story, news, feature, portrait personality, illustrative photography, pictorial, and sports.

MOS PERFORMING: 4641

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the reference, a standardized portfolio application and individually developed products.

STANDARD: Producing a portfolio in accordance with MCO 3104.1_.

PERFORMANCE STEPS:

1. Review portfolio requirements.
2. Consolidate individual COMCAM products.
3. Assemble digital portfolio.
4. Publish portfolio.

5. Submit to COMCAM Chief, OIC/Director.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
-

4641-PHTO-1007: Maintain photographic equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will ensure that functional inspections are conducted on a regular basis in order to ensure equipment is combat ready. Photographic equipment includes, but is not limited to the following: photographic printers, cameras, lenses, flashes, lighting, and tripods.

MOS PERFORMING: 4641

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given photographic equipment, maintenance log and tools.

STANDARD: Ensuring all systems are operational.

PERFORMANCE STEPS:

1. Conduct operations check on systems.
2. Troubleshoot errors.
3. Correct error/malfunction.
4. Identify unserviceable equipment and or components.
5. Take corrective measures to repair or replace.
6. Maintain preventative maintenance jacket.

REFERENCES:

1. AEOM Applicable Equipment Owners Manuals
 2. DOD Captioning Style Guide
 3. DODD 5230.9 Clearance of DoD Information for Public Release
 4. JP 1-02 Department of Defense Dictionary of Military and Associated Terms
 5. Operator's Manual Operator's Manual
 6. TM Technical Manuals
 7. Unit SOP Unit's Standing Operating Procedures
-

4641-PHTO-1008: Produce photographic products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will produce products including, but not limited to: photographic layouts, print media, and digital media.

MOS PERFORMING: 4641

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a production workstation, associated software, production equipment, and a requirement.

STANDARD: That meets the operational requirement.

PERFORMANCE STEPS:

1. Validate customer requirement.
2. Log in job order.
3. Compile media necessary to complete product.
4. Prepare product quality control check on the product.
6. Submit to COMCAM/Production Chief for approval.
7. Contact requester for proof approval.
8. Make product modifications; as required.
9. Submit finished product to requestor.
10. Accession finished product.
11. Complete job order.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. SL-3-4120 Components List for Family of Environmental Control Units
 3. SL-3-6115 Components List for Generator Set, Diesel Engine Driven, Skid Mounted
 4. TIPS Manual Tactical Imagery Production System (TIPS) Training Manual
 5. TM 10-5411-200-14 Shelter, Tactical, Expandable, Two-Sided (Tactical Imagery Production System)
 6. TM 11084A/11084B-OI/1 Operation and Unit Maintenance Instructions with Illustrated Parts Breakdown for Environmental Control Unit, 5-Ton, 60,000 BTU (60K ECU)
 7. Unit SOP Unit's Standing Operating Procedures
-

4641-PHTO-1009: Create a still photographic digital portfolio

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will create a portfolio that will consist of no less than the following: combat documentation, picture story, news, feature, portrait personality, illustrative photography, pictorial, and sports.

MOS PERFORMING: 4641

BILLETS: Combat Photographer

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the reference, a standardized portfolio application and individually developed products

STANDARD: Producing a portfolio in accordance with MCO 3104.1_

PERFORMANCE STEPS:

1. Retrieve developed products.
2. Create portfolio inventory sheet.
3. Create digital media disc.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
-

6004. 2000-LEVEL EVENTS

4641-PHTO-2001: Maintain photographic equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will ensure that functional inspections are conducted on a regular basis in order to ensure equipment is combat ready. Photographic equipment includes, but is not limited to the following: photographic printers, cameras, lenses, flashes, lighting, and tripods.

MOS PERFORMING: 4641

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given photographic equipment, troubleshooting log and maintenance tools.

STANDARD: Ensuring all systems are operational.

PERFORMANCE STEPS:

1. Conduct operations check on systems.
2. Troubleshoot errors.
3. Correct error/malfunction.
4. Identify unserviceable equipment and or components.
5. Take corrective measures to repair or replace.
6. Maintain preventative maintenance jacket.

REFERENCES:

1. AEOM Appropriate equipment owner's manual
 2. TM Technical Manuals
 3. Unit SOP Unit's Standing Operating Procedures
-

4641-PHTO-2002: Maintain a still photographic portfolio

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine will maintain a portfolio that will consist of no less than the following: combat documentation, picture story, news, feature,

portrait personality, illustrative photography, pictorial, and sports.

MOS PERFORMING: 4641

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, a standardized portfolio application and individual combat photographer portfolio.

STANDARD: Maintaining a portfolio in accordance with MCO 3104.1

PERFORMANCE STEPS:

1. Determine portfolio requirements.
2. Consolidate individual COMCAM products.
3. Update digital portfolio.
4. Publish portfolio.
5. Submit to COMCAM Chief, OIC/Director.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
-

4641-PHTO-2003: Conduct a COMCAM capabilities brief

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will conduct a COMCAM capabilities brief in order to educate target audience on the capabilities and limitations of Marine Combat Camera which will assist in the proper employment of COMCAM assets.

MOS PERFORMING: 4641

GRADES: SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, completed capabilities brief, a production work station, briefing format, briefing materials, and a target audience.

STANDARD: Ensuring COMCAM capabilities and limitations are fully explained, within the time allotted and in accordance with MCO 3104.1_.

PERFORMANCE STEPS:

1. Review the references.
2. Rehearse the brief.
3. Prepare handouts; as required.
4. Conduct the brief.
5. Answer questions.

REFERENCES:

1. Local Standing Operating Procedures (SOP)

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, using a still camera system, Night Vision System (NVS), T/O weapon, combat load, and a requirement.

STANDARD: Acquiring imagery that meets the requirement.

PERFORMANCE STEPS:

1. Identify environment.
2. Review requirement.
3. Receive coordinating instructions.
4. Select required equipment.
5. Prepare equipment for specified environment.
6. Conduct equipment operations check.
7. Acquire images.
8. Gather caption data.

REFERENCES:

1. Local Standing Operating Procedures (SOP)
 2. MCO 3104.1_ Marine Corps Combat Camera Program
 3. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
 4. MCWP 3-33.7 Combat Camera in the MAGTF
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COMCAM T&R MANUAL

CHAPTER 7

MOS 4671 INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	7000	7-2
ADMINISTRATIVE NOTES.	7001	7-2
INDEX OF INDIVIDUAL EVENTS.	7002	7-2
1000-LEVEL EVENTS	7003	7-3
2000-LEVEL EVENTS	7004	7-8

COMCAM T&R MANUAL

CHAPTER 7

MOS 4671 INDIVIDUAL EVENTS

7000. PURPOSE. This chapter details the individual events that pertain to MOS 4671, Combat Videographer. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

7001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
4671	Combat Videographer

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
VIDS	Videography

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
1000	Core Skills
2000	Core Plus Skills
2X00	Advanced Core Plus Skills (The second digit can be used for categorizing events as the Task Analyst/Advocate deem appropriate)

7002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	1000-LEVEL	
4671-VIDS-1001	Accession motion media products	7-3
4671-VIDS-1002	Capture motion media in a tactical environment	7-4
4671-VIDS-1003	Conduct motion media documentation of a sensitive environment	7-4
4671-VIDS-1004	Create a motion media digital portfolio	7-5
4671-VIDS-1005	Produce motion media production	7-6

4671-VIDS-1006	Maintain motion media equipment	7-7
	2000-LEVEL	
4671-VIDS-2001	Maintain motion media digital portfolio	7-8
4671-VIDS-2002	Conduct a COMCAM capabilities brief	7-8
4671-VIDS-2003	Supervise section work flow	7-9
4671-VIDS-2004	Capture motion media	7-10

7003. 1000-LEVEL EVENTS

4671-VIDS-1001: Accession motion media products

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will accession motion media by selecting specific or requested sequences by the removal of redundant and unusable motion media for the development of prime cuts/transmission cuts. Motion media will be archived for any future requirements and historical purposes.

MOS PERFORMING: 4671

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, computer workstation, associated software, and a transmission capability.

STANDARD: Ensuring motion media is accessioned IAW MCO 3104.1_.

PERFORMANCE STEPS:

1. Review motion media.
2. Create edit decision list, EDL.
3. Complete prime cuts using EDL.
4. Create slate.
5. Submit to caption editor for review.
6. Correct prime cuts/slate, as required.
7. Create DD Form 2537 (Caption Sheet).
8. Insert metadata.
9. Submit to release authority for review.
10. Output prime cuts to selected medium with Visual Information Record Identification Number (VIRIN).
11. Archive locally.
12. Transmit motion media, as required.
13. Complete transmission log.

REFERENCES:

1. DOD Captioning Style Guide
2. DODD 5040.5 Alteration of Official DoD Imagery
3. DODD 5230.9 Clearance of DoD Information for Public Release
4. MCO 3104.1_ Marine Corps Combat Camera Program
5. MCWP 3-33.7 Combat Camera in the MAGTF
6. Unit SOP Unit's Standing Operating Procedures

4671-VIDS-1002: Capture motion media in a tactical environment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will capture motion media in a tactical environment consisting of but not limited to the following: acquiring motion media during operations, exercises, and training. This event must be performed in full light, low light and no-light conditions.

MOS PERFORMING: 4671

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: In a field environment, with the aid of references, using a motion media camera, Night Vision System (NVS), T/O weapon, combat load, and a requirement.

STANDARD: Acquiring motion media that meets the requirement.

PERFORMANCE STEPS:

1. Review requirement.
2. Receive coordinating instructions.
3. Select required equipment.
4. Acclimatize equipment for weather conditions.
5. Conduct equipment operations check.
6. Capture motion media.
7. Gather caption data.

REFERENCES:

1. ANGLICO TAC SOP
2. Appendix 1 to Annex D Operations Order
3. MCO 3104.1_ Marine Corps Combat Camera Program
4. MCWP 3-33.7 Combat Camera in the MAGTF
5. Unit SOP Unit's Standing Operating Procedures

4671-VIDS-1003: Conduct motion media documentation of a sensitive environment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 6 months

DESCRIPTION: Marine will acquire motion media of an environment consisting of but not limited to the following types: forensic, mishap, crime, battle damage, and tactical/sensitive sites.

MOS PERFORMING: 4671

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given motion media camera, specialized equipment, Night Vision System (NVS), and a requirement.

STANDARD: Acquiring motion media that focuses on the identifying details of an environment and meets the requirement.

PERFORMANCE STEPS:

1. Review requirement.
2. Select required equipment.
3. Acclimatize equipment for weather conditions as needed.
4. Conduct equipment operations check.
5. Coordinate with investigative representative/on scene commander for access to site and media requirements.
6. Acquire motion media.
7. Gather caption data.
8. Caption motion media; as required.
9. Label media in accordance with classification guidance from investigating official as required.
10. Establish chain of custody as required.
11. Archive motion media; as required.

REFERENCES:

1. DOD Captioning Style Guide
2. DODD 5230.9 Clearance of DoD Information for Public Release
3. MCO 3104.1_ Marine Corps Combat Camera Program
4. Unit SOP Unit's Standing Operating Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Sensitive site examples are enemy weapon caches, mass graves, torture chambers, POW sites, WMD sites, Improvised Explosive Device (IED) sites, enemy use of protected sites (hospitals, religious buildings, schools etc.) Examples of forensic motion media include autopsy, aircraft mishap, vehicle mishap, suicide, material deficiency reports, crime scene etc. Examples of scale may include any common item (ruler, pen, ID card, boot, person) that is placed near or next to item being captured for reference of size. Specialized equipment consists of filters, lighting, color scale, and slate. Do not erase any motion media acquired in support of an official investigation.

4671-VIDS-1004: Create a motion media digital portfolio

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will create a portfolio that will consist of no less than the following: combat documentary, documentary, field production, editing, and feature story.

MOS PERFORMING: 4671

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given the reference, a standardized portfolio application and individually developed products.

STANDARD: Producing a portfolio in accordance with MCO 3104.1_.

PERFORMANCE STEPS:

1. Review portfolio requirements.
2. Consolidate individual COMCAM products.
3. Assemble digital portfolio.
4. Publish portfolio.
5. Submit to COMCAM Chief, OIC/Director.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
-

4671-VIDS-1005: Produce motion media production

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will perform the production process by developing products including but not limited to: Long form story/production (more than two minutes), short form story/production (less than two minutes), field production, ceremonial, prime cuts, audio recordings, studio production, communication synchronization content and training productions.

MOS PERFORMING: 4671

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, preproduction documents, Tactical Imagery Production System (TIPS), a production workstation, and associated software, and production equipment.

STANDARD: Resulting in a production of a final product that satisfies the requirement.

PERFORMANCE STEPS:

1. Review the requirement.
2. Conduct preproduction planning.
3. Obtain Production Identification Number (PIN) or Production Approval Number (PAN) (DD 1995 form).
4. Create job order.
5. Conduct acquisition.
6. Edit production.
7. Validate motion media meets requirements.
8. Submit edited production for quality control.
9. Review production with requestor.
10. Accession; as appropriate.

11. Complete job order.
12. Conduct after actions.

REFERENCES:

1. DODI 5040.7 Visual Information (VI) Production Procedures
 2. MCO 3104.1_ Marine Corps Combat Camera Program
 3. TIPS Manual Tactical Imagery Production System (TIPS) Training Manual
 4. TM Technical Manuals
 5. TM 10-5411-200-14 Shelter, Tactical, Expandable, Two-Sided (Tactical Imagery Production System)
 6. TM 11084A/11084B-OI/1 Operation and Unit Maintenance Instructions with Illustrated Parts Breakdown for Environmental Control Unit, 5-Ton, 60,000 BTU (60K ECU)
 7. TP Handbook Television Production Handbook by Zettl, Herbert
 8. Unit SOP Unit's Standing Operating Procedures
-

4671-VIDS-1006: Maintain motion media equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will ensure that functional inspections are conducted on a regular basis in order to ensure equipment is combat ready. Motion media equipment includes, but is not limited to the following: Production workstations, digital media reproduction devices, scanners, video decks and media hard drives.

MOS PERFORMING: 4671

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given video equipment, maintenance log and tools.

STANDARD: Ensuring all systems are operational.

PERFORMANCE STEPS:

1. Conduct operations check on systems.
2. Troubleshoot errors.
3. Correct error/malfunction.
4. Identify unserviceable equipment and or components.
5. Take corrective measures to repair or replace.
6. Maintain preventative maintenance jacket.

REFERENCES:

1. Unit SOP Unit's Standing Operating Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Specialized equipment consists of filters, studio lighting, standards, colors, microphones, teleprompters, audio booth, and backdrops.

7004. 2000-LEVEL EVENTS

4671-VIDS-2001: Maintain motion media digital portfolio

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 6 months

DESCRIPTION: Marine will maintain a portfolio that will consist of no less than the following: combat documentary, documentary, field production, editing, and feature story.

MOS PERFORMING: 4671

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given the reference, a standardized portfolio application and individually developed motion media digital portfolio.

STANDARD: Maintaining a portfolio in accordance with MCO 3104.1_.

PERFORMANCE STEPS:

1. Review portfolio requirements.
2. Consolidate individual COMCAM products.
3. Update digital portfolio.
4. Publish portfolio.
5. Submit to COMCAM Chief, OIC/Director.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
-

4671-VIDS-2002: Conduct a COMCAM capabilities brief

EVALUATION-CODED: NO **SUSTAINMENT INTERVAL:** 12 months

DESCRIPTION: Marine will conduct a COMCAM Capabilities Brief in order to educate target audience on the capabilities and limitations of Marine Combat Camera which will assist in the proper employment of COMCAM assets.

MOS PERFORMING: 4671

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, completed capabilities brief, production work station, briefing format, briefing materials, and a target audience.

STANDARD: Ensuring COMCAM capabilities and limitations are fully explained, within the time allotted and in accordance with MCO 3104.1_.

PERFORMANCE STEPS:

1. Review the references.
2. Rehearse the brief.
3. Prepare handouts; as required.
4. Conduct the brief.
5. Answer questions.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
 3. MCWP 3-33.7 Combat Camera in the MAGTF
 4. Unit SOP Unit's Standing Operating Procedures
-

4671-VIDS-2003: Supervise section work flow

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will process and assign job requests to project managers, project consumables and expenditures, and monitor maintenance cycles to ensure timelines are met.

MOS PERFORMING: 4671

GRADES: CPL, SGT, SSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, motion media section, job order database, consumables, and production/post production equipment.

STANDARD: Ensuring job requests are completed to standard IAW local SOP.

PERFORMANCE STEPS:

1. Review job request.
2. Conduct feasibility of support.
3. Assign job requests.
4. Conduct Quality Control.
5. Confirm accessioning.
6. Confirm job request close outs.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
 3. MCWP 3-33.7 Combat Camera in the MAGTF
 4. Unit SOP Unit's Standing Operating Procedures
-

4671-VIDS-2004: Capture motion media

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will capture motion media from an aerial platform,

underwater environment or sea based conditions consisting of but not limited to the following: taking motion media during combat operations, exercises, and training. This event must be performed in full light, low light and no-light conditions.

MOS PERFORMING: 4671

GRADES: PVT, PFC, LCPL, CPL, SGT, SSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: With the aid of references, using motion media system, Night Vision System (NVS), T/O weapon, combat load, and a requirement.

STANDARD: Acquiring motion media that meets the requirement.

PERFORMANCE STEPS:

1. Identify environment.
2. Review requirement.
3. Receive coordinating instructions.
4. Select required equipment.
5. Prepare equipment for specified environment.
6. Conduct equipment operations check.
7. Acquire motion media.
8. Gather caption data.

REFERENCES:

1. Local Standard Operating Procedures (SOP)
 2. ANGLICO TAC SOP
 3. Appendix 1 to Annex D Operations Order
 4. MCWP 3-33.7 Combat Camera in the MAGTF
 5. Unit SOP Unit's Standing Operating Procedures
-

COMCAM T&R MANUAL

CHAPTER 8

MOS 4691 INDIVIDUAL EVENTS

	<u>PARAGRAPH</u>	<u>PAGE</u>
PURPOSE	8000	8-2
ADMINISTRATIVE NOTES	8001	8-2
INDEX OF INDIVIDUAL EVENTS	8002	8-2
2000-LEVEL EVENTS	8003	8-4

COMCAM T&R MANUAL

CHAPTER 8

MOS 4691 INDIVIDUAL EVENTS

8000. PURPOSE. This chapter details the individual events that pertain to MOS 4691, Combat Camera Chief. These events are linked to a service-level Mission Essential Tasks (MET). This linkage tailor's individual training for the selected MET. Each individual event provides an event title, along with the conditions events will be performed under, and the standard to which the event must be performed to be successful.

8001. EVENT CODING. Events in this T&R Manual are depicted with an up to 12-character, 3-field alphanumeric system, i.e. XXXX-XXXX-XXXX. This chapter utilizes the following methodology:

a. Field one. This field represents the community. This chapter contains the following community codes:

<u>Code</u>	<u>Description</u>
4691	Combat Camera Chief

b. Field two. This field represents the functional/duty area. This chapter contains the following functional/duty areas:

<u>Code</u>	<u>Description</u>
MGMT	Management
PLAN	Planning

c. Field three. This field provides the level at which the event is accomplished and numerical sequencing of events. This chapter contains the following event levels:

<u>Code</u>	<u>Description</u>
2000	Core Plus Skills
2X00	Advanced Core Plus Skills (The second digit can be used for categorizing events as the Task Analyst/Advocate deem appropriate)

8002. INDEX OF INDIVIDUAL EVENTS

Event Code	Event	Page
	2000-LEVEL	
4691-MNGT-2001	Conduct COMCAM internal inspections	8-3
4691-MNGT-2002	Draft Appendix 9, Annex C to an Operations Order	8-3
4691-MNGT-2003	Supervise imagery movement plan	8-4
4691-MNGT-2004	Supervise the employment of COMCAM equipment	8-5
4691-MNGT-2005	Manage the accessions process	8-5

4691-MNGT-2006	Manage the embarkation of COMCAM equipment	8-6
4691-MNGT-2007	Conduct a COMCAM capabilities brief	8-7
4691-PLAN-2008	Implement the Life Cycle Management Plan	8-7

8003. 2000-LEVEL EVENTS

4691-MNGT-2001: Conduct COMCAM internal inspections

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4691

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given policy, standard operating procedures, desktop and turnover binders.

STANDARD: Ensuring all procedures are followed and discrepancies corrected in accordance with MCO 3104.1_.

PERFORMANCE STEPS:

1. Review current SOP references.
2. Inspect; as required.
3. Identify discrepancies.
4. Provide training/guidance, as needed.
5. Report findings, if necessary.

REFERENCES:

1. FAC Combat Camera Functional Area Checklist
 2. MCO 3104.1_ Marine Corps Combat Camera Program
 3. MCO 4790.2_ MIMMS Field Procedures Manual
 4. MCWP 3-33.7 Combat Camera in the Marine Air-Ground Task Force (MAGTF)
 5. NAVMC 5040.6 MARINE CORPS READINESS INSPECTIONS AND ASSESSMENTS
 6. Unit SOP Unit's Standing Operating Procedures
-

4691-MNGT-2002: Draft Appendix 9, Annex C to an Operations Order

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: The COMCAM SNCOIC will draft the Combat Camera Appendix to the operations order that provides tasks and mission requirements in support of the Commanders intent.

MOS PERFORMING: 4602

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: With the aid of references, given an operations plan, template, and computer workstation.

STANDARD: Supporting the commanders intent and mission in a designated timeline.

PERFORMANCE STEPS:

1. Review operations plan.
2. Determine COMCAM assets.
3. Determine COMCAM functions.
4. Determine COMCAM responsibilities.
5. Determine COMCAM command structure.
6. Determine COMCAM reporting procedures.
7. Determine COMCAM planned employment.
8. Determine COMCAM coordinating instructions.
9. Determine COMCAM related operational parameters.
10. Produce draft Appendix 9, Annex C.
11. Submit Appendix 9, Annex C to COMCAM Officer/Higher.

REFERENCES:

1. DOD 8500 Series
2. Joint Publication 1-02 Dictionary of Military and Associated Terms
3. JP 3-13.2 JOPEs, VOL. II
4. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
5. MCWP 3-33.7 Combat Camera in the MAGTF
6. MCWP 5-1 Marine Corps Planning Process (MCP)P
7. NAVMC/MCO 3000.18 Marine Corps Planner's Manual

4691-MNGT-2003: Supervise imagery movement plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Supervise imagery transmission plan and supervise the execution phase. The imagery transmission plan includes but is not limited to the following: NIPR, SIPR, Secure FTP, FFT and other transmission capabilities.

MOS PERFORMING: 4691

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given an order.

STANDARD: Ensuring imagery is moved in accordance with MCO 3104.1_ and the local commanders intent.

PERFORMANCE STEPS:

1. Review imagery movement plan.
2. Assign tasks/provide guidance; as required.
3. Determine transmission capability.
4. Coordinate with G/S-6.

5. Identify shortfalls.
6. Request additional capabilities; as required.
7. Verify transmission log.
8. Report completion.

REFERENCES:

1. JP 1-02 Department of Defense Dictionary of Military and Associated Terms
 2. MCO 3104.1_ Marine Corps Combat Camera Program
 3. MCWP 3-33.7 Combat Camera in the MAGTF
 4. NAVMC/MCO 3000.18 Marine Corps Planner's Manual
-

4691-MNGT-2004: Supervise the employment of COMCAM equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4691

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a mission and equipment.

STANDARD: Supporting operational requirements, in a timeline established by the Standard Operating Procedures (SOP).

PERFORMANCE STEPS:

1. Review mission requirements.
2. Select appropriate equipment needed to accomplish mission.
3. Coordinate required support with appropriate units (Communications, Engineers, Force Protection); as required.
4. Issue COMCAM systems, as required.
5. Ensure operations checks are conducted.
6. Supervise equipment setup; as required.
7. Supervise equipment operation, as required.
8. Ensure preventive maintenance is conducted/recorded; as required.
9. Ensure post operating checks are conducted.

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. MCWP 3-33.7 Combat Camera in the MAGTF
 3. TM 4700-15/1_ Ground Equipment Record Procedures
 4. Unit SOP Unit's Standing Operating Procedures
-

4691-MNGT-2005: Manage the accessions process

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4602

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a requirement, products, a transmission log, a production workstation and associated software.

STANDARD: Ensuring products are accessioned IAW monthly MCO 3104.1_.

PERFORMANCE STEPS:

1. Review products.
2. Supervise the transmission of products.
3. Confirm receipt of products.
4. Review transmission log.
5. Submit report.

REFERENCES:

1. DOD Captioning Style Guide
2. MCO 3104.1_ Marine Corps Combat Camera Program
3. Unit SOP Unit's Standing Operating Procedures

MISCELLANEOUS:

ADMINISTRATIVE INSTRUCTIONS: Accessioning is the act and procedure by which records are taken into the physical custody of a record center, archival agency, or other records repository.

4691-MNGT-2006: Manage the embarkation of COMCAM equipment

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4602

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a mission and assets.

STANDARD: Within a timeline established by HHQ S/G-4.

PERFORMANCE STEPS:

1. Identify assets required to support mission requirements.
2. Coordinate with command embarkation representatives (S/G-4).
3. Submit TPFDD on Combat Camera assets.
4. Coordinate packing of assets.
5. Coordinate loading of equipment in containers.
6. Coordinate receipt of equipment.
7. Conduct equipment inspection/accountability.

REFERENCES:

1. Higher Headquarters OpOrd

2. MCO 3104.1_ Marine Corps Combat Camera Program
3. MCRP 4-11.3G Unit Embarkation Handbook
4. Unit SOP Unit's Standing Operating Procedures

SUPPORT REQUIREMENTS:

UNITS/PERSONNEL: Personnel required for the TIPS; 1341 Generator Mechanic, 1161 Environmental Control Unit Mechanic, 3531 Motor Vehicle Operator, 3521 Organizational Auto Mechanic, 4068 Data Network Technician, 0651 Data Network Specialist, 0656 Tactical Network Specialist

4691-MNGT-2007: Conduct a COMCAM capabilities brief

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

DESCRIPTION: Marine will conduct a COMCAM Capabilities Brief in order to educate target audience on the capabilities and limitations of Marine Combat Camera which will assist in the proper employment of COMCAM assets.

MOS PERFORMING: 4691

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: FORMAL

CONDITION: Given a requirement, products, a transmission log, a production workstation and associated software.

STANDARD: Ensuring products are accessioned monthly.

PERFORMANCE STEPS:

1. Review the references.
2. Prepare the brief.
3. Prepare handouts; as required.
4. Rehearse the brief.
5. Conduct the brief.
6. Answer questions.

REFERENCES:

1. Annex K Operations Order Annex K Command and Control
 2. MCO 3104.1_ Marine Corps Combat Camera Program
 3. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
 4. MCWP 3-33.7 Combat Camera in the Marine Air-Ground Task Force (MAGTF)
 5. Unit SOP Unit's Standing Operating Procedures
-

4691-PLAN-2008: Implement the Life Cycle Management Plan

EVALUATION-CODED: NO

SUSTAINMENT INTERVAL: 12 months

MOS PERFORMING: 4602

GRADES: GYSGT, MSGT, MGYSGT

INITIAL TRAINING SETTING: MOJT

CONDITION: Given a budget and equipment.

STANDARD: Supporting COMCAM mission, in a timeline established by MARCORSYSCOM or manufacturers.

PERFORMANCE STEPS:

1. Conduct equipment acquisition process
2. Implement equipment.
3. Monitor lifecycle
4. Provide input to budget

REFERENCES:

1. MCO 3104.1_ Marine Corps Combat Camera Program
 2. MCO 5600.31_ Marine Corps Printing and Publishing Regulations
 3. MCWP 3-33.7 Combat Camera in the Marine Air-Ground Task Force (MAGTF)
 4. TM 4700-15/1_ Ground Equipment Record Procedures
 5. Unit SOP Unit's Standing Operating Procedures
-

COMCAM T&R MANUAL

APPENDIX A

ACRONYMS AND ABBREVIATIONS

AA	administrative action
ACC	administrative clerk course
ADC	area distribution center
ADCON	administrative control
ADJ	Adjutant
ADP	automatic data processing
ADOS	Active Duty Operational Support
ADSW	active duty special work
ADT	active duty training
AFADBD	armed forces active duty base date
AIC	accounting identification code
AIS	automated information systems
AMCITS	American Citizens
AO	area of operations
AO	Approving Official
AOR	area of responsibility
APAC	advance personnel administrative chief course
APACS	Aircraft and Personnel Area Clearance System
APDS	all purpose date stamp
APES	Automated Performance Evaluation System
APO	Army Post Office
APS	Awards Processing System
AR	Active Reserve
ARCR	Annual Retirement Credit Report
ASR	Authorized Strength Report
AT	Annual Training
BAS	Basic Allowance for Subsistence
BAH	Basic Allowance for Housing
BIC	Billet Information Code
BIR	basic individual record
BTR	basic training record
BMOS	Billet Military Occupational Specialty
BCNR	Bureau of Corrections for Naval Records
CA	Convening Authority
CACO	Casualty Assistance Call Officer
CAC	common access card
CDPA	Central Design and Programming Activity
CertCom	Certificate of Commendation
CHART	Civilian Hiring and Recruitment Tool
CJCS	Chairman of the Joint Chiefs of Staff
CJCSI	Chairman of the Joint Chiefs of Staff instruction
CJCSM	Chairman of the Joint Chiefs of Staff manual
CMC	Commandant of the Marine Corps
CMCC	Classified Material Control Center
CMF	central master file
CMR	Consolidated Memorandum Receipt

CMRRB Civilian Resource Management Review Board
CMS COMSEC materials system
CO commanding officer
COCOM Combatant Commander
COD collect on delivery
COLA Cost of Living Allowance
COMMARFOR Commander, Marine Corps Forces
COMMARFORLANT Commander, Marine Corps Forces, Atlantic
COMMARFORPAC Commander, Marine Corps Forces, Pacific
COMSEC communications security
CON conduct
CONGINT Congressional/Special Interest
CONUS Continental United States
COPE Custodian of Postal Effects
CRB Competency Review Board
CRCR Career Retirement Credit Report
CSP Career Sea Pay
CSR Consolidated Strength Report
CSR Command Staffing Report
CTZE Combat Tax Zone Exclusion
DFN Designated Foreign National
DISA Defense Information Systems Agency
DCIPS Defense Civilian Intelligence Personnel System
DCIPS Defense Casualty Information Processing System
DCP Directives Control Point
DCTB Date Current Tour Began
DEOCS Defense Equal Opportunity Climate Survey
DEERS Defense Enrollment Eligibility Reporting System
DES Disability Evaluation System
DIMHRS Defense Integrated Manpower Human Resource System
DISTLEARN distance learning
DFAS Defense Finance Accounting Service
DFR Diary Feedback Report
DLA dislocation allowance
DMM Domestic Mail Manual
DMS Defense Message System
DoD Department of Defense
DoDD Department of Defense directive
DoDI Department of Defense instruction
DoDFMR Department of Defense financial management regulations
DON Department of the Navy
DONCAF Department of the Navy Central Adjudication Facility
DOR Date of Rank
DR dental record
DRRS Defense Readiness Reporting System
DSR Deployment Status Report
DTAS Deployed Theatre Accountability System
DTMS Document Tracking Management System
DTOD Defense Table of Official Distances
DTP DoD Drug Testing Program
DTS Defense Travel System
EA Executive Agent
EAS End of Active Service
ECC End of Current Contract

EAD Extended Active Duty
EDA Estimated Date of Arrival
EDD Estimated Date of Departure
EDFR Electronic Diary Feedback Report
ELSIG electronic signature
EO Equal Opportunity
EOA Equal Opportunity Advisor
EPW Enemy Prisoner of War
ESGM Enlisted Staffing Goal Model
ETD Estimated Time of Delivery
EUCU End User Computer Equipment
FAP Fleet Assistance Program
FCG Foreign Clearance Guide
FMC Fleet Mail Center
FMF Fleet Marine Force
FMFM Fleet Marine Force manual
FHTNR Fleet Home Town News Release
FMCC future monitor command code
FMR financial management regulations
FPO Fleet Post Office
FSA Family Separation Allowance
FSGLI Family Service Member's Group Life Insurance
FY fiscal year
G-1 manpower or personnel staff officer
G-2 intelligence staff officer
G-3 operations staff officer
G-4 logistics staff officer
G-6 communications and information systems officer
GCM Good Conduct Medal
GEMS Global Enterprise Mail System
GPO Government Printing Office
GSA General Services Administration
GTCC Government Travel Charge Card
GTCCP Government Travel Charge Card Program
GTN Global Transportation Network
GTR Government Transportation Request
HDP Hardship Duty Pay
HFP Hostile Fire Pay
HQMC Headquarters, Marine Corps
HR health record
HRO Human Resources Office
HSAP Health Services Augmentation Program
IA individual augment
IAW in accordance with
IADT Incremental Active Duty Training
IDL International Date Line
IDT Inactive Duty Training
IHCA In Hands of Civilian Authorities
IHFA In Hands of Foreign Authorities
ID identification
IDL Internal Distribution List
IDP Imminent Danger Pay
IDT Inactive Duty Training
IFDTL Internet Forensics Drug Testing Laboratory

IIADT Incremental Initial Active Duty
IMA Individual Mobilization Augmentee
IMM International Mail Manual
IO Investigating Officer
IPAC Installation Personnel Administrative Center
IPP irregular parcels and pieces
IPP In Progress Payments
IRO Initial Review Officer
IRR Individual Ready Reserve
IRT Integrated Retail Terminal
JCS Joint Chiefs of Staff
JFTR Joint Federal Travel regulations
JMPA Joint Military Postal Activity (Atlantic or Pacific)
JP Joint Publication
JPERSTAT Joint Personnel Status
JPRA Joint Personnel Recovery Agency
JRC Joint Reception Center
JTF Joint Task Force
KVN Key Volunteer Network
IA Individual Augments
LCM Leave and Earnings Statement
LES letter class mail
LOA letter of appreciation
LOD Line of Duty
LOI Letter of Instruction
LSSS Legal Services Support Section
LWAS Leave While Awaiting Separation
MACOM major command
MAGTF Marine Air-Ground Task Force
MAMAS Military Automated Mail Accounting System
MAO mail address only
MARDIV Marine Division
MARFOR Marine Corps Forces
MCB Marine Corps Base
MCC Monitor Command Code
MCCS Marine Corps Community Services
MCCSSS Marine Corps Combat Service Support Schools
MCM Manual for Courts-Martial
MCO Marine Corps Order
MCMEDS Marine Corps Medical Evaluation Disability System
MCMPS Marine Corps Mobilization Processing System
MCPD Marine Corps Planning Process
MCPDS Marine Corps Publication Distribution System
MCPDEL Marine Corps Publications Electronic Listing
MCWP Marine Corps Warfighting Publication
MCTFS Marine Corps Total Force System
MEF Marine Expeditionary Force
MEU Marine Expeditionary Unit
MEU(SOC) Marine Expeditionary Unit (special operations capable)
MIDAS Military and International Dispatch and Accountability System
MILSTAMP military standard transportation and movement procedure
MIS Manpower Information Systems
MISSA Manpower Information System Support Agency
MISSO Manpower Information System Support Office

MLG Marine Logistics Group
MMSB Manpower Management Support Branch
MO money order
MOB money order business
MOC Manpower Officer Course
MODIS Military Origin Destination Information System
MOID money order identification number
MOJT Managed On the Job Training
MOL Marine Online
MOM military ordinary mail
MOS Military Occupational Specialty
MPC military postal clerk
MPO Military Post Office
MPS Military Postal System
MPSA Military Postal Service Agency
MRI mail routing instruction
MRO Marine Reported On
MRO Medical Review Officer
MROWS Marine Reserve Order Writing System
MRTM manpower requirements tracking module
MSC Major Subordinate Command
MSE Major Subordinate Element
MSPF Maritime Special Purpose Force
MWR Morale, Welfare and Recreation
NAMALA Navy and Marine Corps Appellate Leave Activity
NATO North Atlantic Treaty Organization
NAVMC Navy and Marine Corps
NCIS Naval Criminal Investigative Service
NDEA Non-DTS Entry Agent
NEO Noncombatant Evacuation Operations
NIPRNET nonsecure internet protocol router network
NJP non-judicial punishment
NOK Next of Kin
NSPS National Security Personnel System
NOE Notice of Eligibility
NOK Next of Kin
OccFld occupational field
OCONUS Outside the Continental United States
ODSE Operational Data Storage Enterprise
ODTA Organizational Defense Travel Administrator
OHA Overseas Housing Allowance
OMM Official Mail Manager
OMPF Official Military Personnel File
OPCON operational control
OPFOR Operating Forces
OPLAN operations plan
OPNAV Office of the Chief of Naval Operations
OPORD operations order
OPT Operational Planning Team
OSP outside piece
OPREP Operations Report
OPSEC operations security
OQR Officer Qualification Record
PAC Personnel Administration Center

PAOPublic Affairs Officer
PAR personnel action request
PAS Personnel Administration School
PB USPS Postal bulletin
PC postal clerk
PCA Permanent Change of Assignment
PCR Personnel Casualty Report
PCS Permanent Change of Station
PDRL Permanent Disability Retired List
PDS permanent duty station
PEBPhysical Evaluations Board
PEBD Pay Entry Base Date
PERSTEMPO personnel tempo
PFOPostal Finance Officer
PII Personally Identifiable Information
PLEAD Place Entered Active Duty
PLMS Publications Library Management System
POC Personnel Officer Course
POMPostal Operations Manual
POPPostal Operations Plan
PNApostal net alert
PNOKPrimary Next of Kin
PDMRA Post Deployment Mobilization Respite Absence
PRO proficiency
PS Postal Service
PSC Postal Service Center
PSDPersonnel Support Detachment
PSP Personnel Security Program
PTAD Permissive Temporary Additional Duty
PVI postage validation imprinter
RBERemain Behind Element
RCReserve Component
RCTReserve Counterpart Training
RED Record of Emergency Data
RFFRequest for Forces
RIDT Rescheduled Inactive Duty Training
RLO Reserve Liaison Officer
RPA request for personnel action
RUC Reporting Unit Code
RU reporting unit
S-1 manpower or personnel staff officer
S-2 intelligence staff officer
S-3 operations staff officer
S-4 logistics staff officer
S-6 communications and information systems staff officer
SACOSubstance Abuse Control
SDA Special Duty Assignment
SE Supporting Establishment
SECNAVINSTSecretary of the Navy Instruction
SGstaffing goal
SGLIService Member's Group Life Insurance
SIPRNET secret internet protocol router network
SITREPS Situation Reports
SJAStaff Judge Advocate

SLDCADA Standard Labor Data Collection and Distribution Application
SMCR Select Marine Corps Reserve
SNCO Staff Noncommissioned Officer
SNM Subject Named Marine
SOP standing operating procedure
SORTS Status of Resources and Training System
SPA Secure Personnel Accountability
SPMAGTF Special-Purpose Marine Air-Ground Task Force
SRB service record book
SR service record
SSBI single-scope background investigation
SSIC Standard Subject Identification Code
SSM Single Service Manager
TACON tactical control
TAD Temporary Additional Duty
TDRL Temporary Disability Retired List
TFSMS Total Force Structured Management System
TLA temporary lodging allowance
TMR Timeliness Management Report
TMS Training Management System
TNPQ Temporarily Not Physically Qualified
T/O Table of Organization
TO&E Table of Organization and Equipment
TOECR Table of Organization and Equipment Change Request
TPFDD Time Phased Force Deployment Database
TTC Type of Transaction Code
TTISMM Transit Time Information System Military Mail
UA unauthorized absence
UCMJ Uniform Code of Military Justice
UDMIPS Unit Diary Manpower Integrated Personnel System
UIC Unit Identification Code
ULN Unit Line Number
UMC unit mail clerk
UMR unit mail room
UPB Unit Punishment Book
USMCR United States Marine Corps Reserve
USPS US Postal Service
WMD weapons of mass destruction
WWR Wounded Warrior Regiment
ZIP Zone Improvement Code

COMCAM T&R MANUAL

APPENDIX B

TERMS AND DEFINITIONS

Terms in this glossary are subject to change as applicable orders and directives are revised. Terms established by Marine Corps orders or directives take precedence after definitions found in Joint Publication 1-02, DOD Dictionary of Military and Associated Terms.

A

After Action Review. A professional discussion of training events conducted after all training to promote learning among training participants. The formality and scope increase with the command level and size of the training evolution. For longer exercises, they should be planned for at predetermined times during an exercise. The results of the AAR shall be recorded on an after action report and forwarded to higher headquarters. The commander and higher headquarters use the results of an AAR to reallocate resources, reprioritize their training plan, and plan for future training.

Assessment. An informal judgment of the unit's proficiency and resources made by a commander or trainer to gain insight into the unit's overall condition. It serves as the basis for the midrange plan. Commanders make frequent use of these determinations during the course of the combat readiness cycle in order to adjust, prioritize or modify training events and plans.

C

Chaining. A process that enables unit leaders to effectively identify subordinate collective events and individual events that support a specific collective event. For example, collective training events at the 4000-Level are directly supported by collective events at the 3000-Level. When a higher level event by its nature requires the completion of lower level events, they are "chained"; Sustainment credit is given for all lower level events chained to a higher event.

Collective Event. A clearly defined, discrete, and measurable activity, action, or event (i.e., task) that requires organized team or unit performance and leads to accomplishment of a mission or function. A collective task is derived from unit missions or higher-level collective tasks. Task accomplishment requires performance of procedures composed of supporting collective or individual tasks. A collective task describes the exact performance a group must perform in the field under actual operational conditions. The term "collective" does not necessarily infer that a unit accomplishes the event. A unit, such as a squad or platoon conducting an attack; may accomplish a collective event or, it may be accomplished by an individual to accomplish a unit mission, such as a battalion supply officer completing a reconciliation of the battalion's CMR. Thus, many collective events will have titles that are the same as individual events; however, the

standard and condition will be different because the scope of the collective event is broader.

Collective Training Standards (CTS). Criteria that specify mission and functional area unit proficiency standards for combat, combat support, and combat service support units. They include tasks, conditions, standards, evaluator instruction, and key indicators. CTS are found within collective training events in T&R Manuals.

Combat Readiness Cycle. The combat readiness cycle depicts the relationships within the building block approach to training. The combat readiness cycle progresses from T&R Manual individual core skills training, to the accomplishment of collective training events, and finally, to a unit's participation in a contingency or actual combat. The combat readiness cycle demonstrates the relationship of core capabilities to unit combat readiness. Individual core skills training and the training of collective events lead to unit proficiency and the ability to accomplish the unit's stated mission.

Combat Readiness Percentage (CRP). The CRP is a quantitative numerical value used in calculating collective training readiness based on the E-Coded events that support the unit METL. CRP is a concise measure of unit training accomplishments. This numerical value is only a snapshot of training readiness at a specific time. As training is conducted, unit CRP will continuously change.

Condition. The condition describes the training situation or environment under which the training event or task will take place. Expands on the information in the title by identifying when, where and why the event or task will occur and what materials, personnel, equipment, environmental provisions, and safety constraints must be present to perform the event or task in a real-world environment. Commanders can modify the conditions of the event to best prepare their Marines to accomplish the assigned mission (e.g. in a desert environment; in a mountain environment; etc.).

Core Competency. Core competency is the comprehensive measure of a unit's ability to accomplish its assigned MET. It serves as the foundation of the T&R Program. Core competencies are those unit core capabilities and individual core skills that support the commander's METL and T/O mission statement. Individual competency is exhibited through demonstration of proficiency in specified core tasks and core plus tasks. Unit proficiency is measured through collective tasks.

Core Capabilities. Core capabilities are the essential functions a unit must be capable of performing during extended contingency/combat operations. Core unit capabilities are based upon mission essential tasks derived from operational plans; doctrine and established tactics; techniques and procedures.

Core Plus Capabilities. Core plus capabilities are advanced capabilities that are environment, mission, or theater specific. Core plus capabilities may entail high-risk, high-cost training for missions that are less likely to be assigned in combat.

Core Plus Skills. Core plus skills are those advanced skills that are environment, mission, rank, or billet specific. 2000-Level training is designed to make Marines proficient in core skills in a specific billet or at a specified rank at the Combat Ready level. 3000-8000-Level training produces combat leaders and fully qualified section members at the Combat Qualified level. Marines trained at the Combat Qualified level are those the commanding officer feels are capable of accomplishing unit-level missions and of directing the actions of subordinates. Many core plus tasks are learned via MOJT, while others form the base for curriculum in career level MOS courses taught by the formal school.

D

Defense Readiness Reporting System (DRRS). A comprehensive readiness reporting system that evaluates readiness on the basis of the actual missions and capabilities assigned to the forces. It is a capabilities-based, adaptive, near real-time reporting system for the entire Department of Defense.

Deferred Event. A T&R event that a commanding officer may postpone when in his or her judgment, a lack of logistic support, ammo, ranges, or other training assets requires a temporary exemption. CRP cannot be accrued for deferred "E-Coded" events.

Delinquent Event. An event becomes delinquent when a unit exceeds the sustainment interval for that particular event. The individual or unit must update the delinquent event by first performing all prerequisite events. When the unit commander deems that performing all prerequisite is unattainable, then the delinquent event will be re-demonstrated under the supervision of the appropriate evaluation authority.

E

E-Coded Event. An "E-Coded" event is a collective T&R event that is a noted indicator of capability or, a noted collective skill that contributes to the unit's ability to perform the supported MET. As such, only "E-Coded" events are assigned a CRP value and used to calculate a unit's CRP.

Evaluation. Evaluation is a continuous process that occurs at all echelons, during every phase of training and can be both formal and informal. Evaluations ensure that Marines and units are capable of conducting their combat mission. Evaluation results are used to reallocate resources, reprioritize the training plan, and plan for future training.

Event (Training). 1) An event is a significant training occurrence that is identified, expanded and used as a building block and potential milestone for a unit's training. An event may include formal evaluations. 2) An event within the T&R Program can be an individual training evolution, a collective training evolution or both. Through T&R events, the unit commander ensures that individual Marines and the unit progress from a combat capable status to a Fully Combat Qualified (FCQ) status.

Event Component. The major procedures (i.e., actions) that must occur to perform a Collective Event to standard.

Exercise Commander (EC). The Commanding General, Marine Expeditionary Force or his appointee will fill this role, unless authority is delegated to the respective commander of the Division, Wing, or FSSG. Responsibilities and functions of the EC include: 1) designate unit(s) to be evaluated, 2) may designate an exercise director, 3) prescribe exercise objectives and T&R events to be evaluated, 4) coordinate with commands or agencies external to the Marine Corps and adjacent Marine Corps commands, when required.

Exercise Director (ED). Designated by the EC to prepare, conduct, and report all evaluation results. Responsibilities and functions of the ED include: 1) Publish a letter of instruction (LOI) that: delineates the T&R events to be evaluated, establishes timeframe of the exercise, lists responsibilities of various elements participating in the exercise, establishes safety requirements/guidelines, and lists coordinating instructions. 2) Designate the TEC and TECG to operate as the central control agency for the exercise. 3) Assign evaluators, to include the senior evaluator, and ensure that those evaluators are properly trained. 4) Develop the general exercise scenario taking into account any objectives/events prescribed by the EC. 5) Arrange for all resources to include: training areas, airspace, aggressor forces, and other required support.

M

Marine Corps Ground Training and Readiness (T&R) Program. The T&R Program is the Marine Corps' primary tool for planning and conducting training, for planning and conducting training evaluation, and for assessing training readiness. The program will provide the commander with standardized programs of instruction for units within the ground combat, combat support, and combat service support communities. It consolidates the ITS, CTS, METL and other individual and unit training management tools. T&R is a program of standards that systematizes commonly accepted skills, is open to innovative change, and above all, tailors the training effort to the unit's mission. Further, T&R serves as a training guide and provides commanders an immediate assessment of unit combat readiness by assigning a CRP to key training events. In short, the T&R Program is a building block approach to training that maximizes flexibility and produces the best-trained Marines possible.

Mission Essential Task(s) MET(s). A MET is a collective task in which an organization must be proficient in order to accomplish an appropriate portion of its wartime mission(s). MET listings are the foundation for the T&R Manual; all events in the T&R Manual support a MET.

Mission Essential Task List (METL). Descriptive training document that provides units a clear, war fighting focused description of collective actions necessary to achieve wartime mission proficiency. The service-level METL, that which is used as the foundation of the T&R Manual, is developed using Marine Corps doctrine, operational plans, T/Os, UJTTL, UNTL, and MCTL. For community based T&R Manuals, an occupational field METL is developed to focus the community's collective training standards. Commanders develop their unit METL from the service-level METL, operational plans, contingency plans, and SOPs.

O

Operational Readiness (DOD, NATO). OR is the capability of a unit/formation, ship, weapon system, or equipment to perform the missions or functions for which it is organized or designed. May be used in a general sense or to express a level or degree of readiness.

P

Prerequisite Event. Prerequisites are the academic training and/or T&R events that must be completed prior to attempting the event.

R

Readiness (DOD). Readiness is the ability of U.S. military forces to fight and meet the demands of the national military strategy. Readiness is the synthesis of two distinct but interrelated levels: a) Unit readiness--The ability to provide capabilities required by combatant commanders to execute assigned missions. This is derived from the ability of each unit to deliver the outputs for which it was designed. b) Joint readiness--The combatant commander's ability to integrate and synchronize ready combat and support forces to execute assigned missions.

S

Section Skill Tasks. Section skills are those competencies directly related to unit functioning. They are group rather than individual in nature, and require participation by a section (S-1, S-2, S-3, etc).

Simulation Training. Simulators provide the additional capability to develop and hone core and core plus skills. Accordingly, the development of simulator training events for appropriate T&R syllabi can help maintain valuable combat resources while reducing training time and cost. Therefore, in cases where simulator fidelity and capabilities are such that simulator training closely matches that of actual training events, T&R Manual developers may include the option of using simulators to accomplish the training. CRP credit will be earned for E-Coded simulator events based on assessment of relative training event performance.

Standard. A standard is a statement that establishes criteria for how well a task or learning objective must be performed. The standard specifies how well, completely, or accurately a process must be performed or product produced. For higher-level collective events, it describes why the event is being done and the desired end-state of the event. Standards become more specific for lower-level events and outline the accuracy, time limits, sequencing, quality, product, process, restrictions, etc., that indicate the minimum acceptable level of performance required of the event. At a minimum, both collective and individual training standards consist of a task, the condition under which the task is to be performed, and the evaluation criteria that will be used to verify that the task has been performed to a satisfactory level.

Sustainment Training. Periodic retraining or demonstration of an event required maintaining the minimum acceptable level of proficiency or

capability required to accomplish a training objective. Sustainment training goes beyond the entry-level and is designed to maintain or further develop proficiency in a given set of skills.

Systems Approach to Training (SAT). An orderly process for analyzing, designing, developing, implementing, and evaluating a unit's training program to ensure the unit, and the Marines of that unit acquire the knowledge and skills essential for the successful conduct of the unit's wartime missions.

T

Training Task. This describes a direct training activity that pertains to an individual Marine. A task is composed of 3 major components: a description of what is to be done, a condition, and a standard.

Technical Exercise Controller (TEC). The TEC is appointed by the ED, and usually comes from his staff or a subordinate command. The TEC is the senior evaluator within the TECG and should be of equal or higher grade than the commander(s) of the unit(s) being evaluated. The TEC is responsible for ensuring that the evaluation is conducted following the instructions contained in this order and MCO 1553.3A. Specific T&R Manuals are used as the source for evaluation criteria.

Tactical Exercise Control Group (TECG). A TECG is formed to provide subject matter experts in the functional areas being evaluated. The benefit of establishing a permanent TECG is to have resident, dedicated evaluation authority experience, and knowledgeable in evaluation technique. The responsibilities and functions of the TECG include: 1) developing a detailed exercise scenario to include the objectives and events prescribed by the EC/ED in the exercise LOI; 2) conducting detailed evaluator training prior to the exercise; 3) coordinating and controlling role players and aggressors; 4) compiling the evaluation data submitted by the evaluators and submitting required results to the ED; 5) preparing and conducting a detailed exercise debrief for the evaluated unit(s).

Training Plan. Training document that outlines the general plan for the conduct of individual and collective training in an organization for specified periods of time.

U

Unit CRP. Unit CRP is a percentage of the E-Coded collective events that support the unit METL accomplished by the unit. Unit CRP is the average of all MET CRP.

Unit Evaluation. All units in the Marine Corps must be evaluated, either formally or informally, to ensure they are capable of conducting their combat mission. Informal evaluations should take place during all training events. The timing of formal evaluations is critical and should, when appropriate, be directly related to the units' operational deployment cycle. Formal evaluations should take place after the unit has been staffed with the majority of its personnel, has had sufficient time to train to individual and collective standards, and early enough in the training cycle so there is sufficient time to correctly identified weaknesses prior to deployment. All

combat units and units' task organized for combat require formal evaluations prior to operational deployments.

Unit Training Management (UTM). Unit training management is the use of the SAT and Marine Corps training principles in a manner that maximizes training results and focuses the training priorities of the unit on its wartime mission. UTM governs the major peacetime training activity of the Marine Corps and applies to all echelons of the Total Force.

W

Waived Event. An event that is waived by a commanding officer when in his or her judgment, previous experience or related performance satisfies the requirement of a particular event.