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DECISION LOGIC TABLE
INSTRUCTIONS FOR
RECORDING AND HANDLING
VISUAL INFORMATION
MATERIAL

OCTOBER 21, 2002

ASSISTANT SECRETARY OF DEFENSE
FOR
PUBLIC AFFAIRS



PUBLIC AFFAIRS

**ASSISTANT SECRETARY OF DEFENSE
WASHINGTON, D.C. 20301-1400**

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FOREWORD

This Manual is issued under the authority of DoD Instruction 5040.6, "Life Cycle Management of DoD Visual Information," April 10, 2001 (reference (a)). It contains guidelines for both the recording of visual information (VI) in the field by camera operators and the accessioning of such VI as VI records into a records center, such as the Defense Visual Information Center (DVIC).

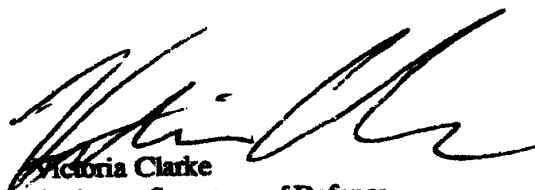
This Manual applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Office of the Inspector General of the Department of Defense, the Defense Agencies, the DoD Field Activities and all other organizational entities within the Department of Defense (hereafter referred to collectively as "the DoD Components").

This Manual is effective immediately and is mandatory for use by all the DoD Components. The Heads of the DoD Components and their designees may issue supplementary guidelines and instructions as necessary.

Send recommended changes to the Manual to:

**Office of the Assistant Secretary of Defense for Public Affairs
Room 2E800
1400 Defense Pentagon
Washington, DC 20301-1400**

This manual is available as an on-line document via the Washington Headquarters Services (WHS)/Directives and Records Division (Directives Branch) website. The DoD Components may obtain printed copies of this Manual at cost from the Defense Technical Information Center, 8725 John J. Kingman Rd, Ft Belvoir, VA 22160-6218. Other Federal Agencies and the public may obtain printed copies from the U.S. Department of Commerce, National Technical Information Service, 5285 Port Royal Road, Springfield, VA 22161.


**Victoria Clarke
Assistant Secretary of Defense
for Public Affairs**

SUMMARY

If VI imagery is to meet the Department of Defense's operational and other needs, DoD camera operators must focus their efforts on capturing specific imagery, and avoid expending time and resources recording other imagery. This Manual, with the short title "DLT" or "Decision Logic Table," helps achieve that goal by providing DoD camera operators with specific guidance on what imagery they should try to capture, and what they should do with it afterwards.

After an introduction that explains in detail how to use the DLT, the document is broken into four chapters, each covering a different broad scenario in which a DoD camera operator might be working. For example, Chapter 2 relates to imagery captured during combat operations.

Each chapter contains tables covering specific subject matter. For example, one table in the Chapter titled, "Imagery Relating to Combat and War-Time Events and Operations," covers "Imagery Recording Actions Preparatory To, Subsequent To, or Closely Related To Combat or Engagement With the Enemy."

The tables, in turn, describe fairly specific shots or scenes, and then provide disposition instructions for imagery containing that subject matter. Each disposition instruction begins with a term indicating that subject's relative importance or priority. For example, the term "High" is used to characterize "imagery (that) has both significant and immediate operational value," suggesting "major national and/or international media interest" typical of "unique limited-time duration events that are not repetitive."

Here's an example:

Subject Description		Instructions
3-1. Take-offs/launchings and flight of combat aircraft on:	A. First combat missions B. Combat missions of significant military, historical, or media importance	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.

In addition to imagery captured directly by camera operators, the DLT covers imagery captured by, or recorded off video transmissions from, remotely piloted vehicles, aircraft, ordnance, and other devices designed to permit the capture of imagery in situations or places where human camera operators cannot be present.

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REFERENCES

- (a) [DoD Instruction 5040.6](#), "Life-Cycle Management of DoD Visual Information (VI)," April 10, 2001
- (b) DoD Directive-type Memorandum, "Life-Cycle Management of DoD Visual Information," Attachment 4, "DoD Imagery and Caption Style Guide," April 5, 2001
- (c) [DoD Directive 5040.5](#), "Alteration of Official DoD Imagery," August 29, 1995

DL1.1. DEFINITIONS

DL1.1.1. Accessioning. The acts and procedures by which records are taken into the physical custody of a records center, archival agency, or other records repository.

DL1.1.2. Caption Data. Short explanatory or descriptive data accompanying imagery. Caption data records include DD Form 2537, "Visual Information Caption Sheet," shot sheets/lists, camera operator's notes in either paper or machine-readable form, and, in digital still images, embedded International Press Telecommunications Council (IPTC) header captions.

DL1.1.3. Combat Camera (COMCAM) Imagery. Still and motion imagery of military operations, equipment, and people acquired by COMCAM forces, regardless of the medium in which the images are acquired, transmitted, or displayed.

DL1.1.4. Component Accessioning Point (CAP). A central or designated point in the DoD Components for the receipt, screening, evaluation, and selection of imagery for accessioning into the central DoD VI records center.

DL1.1.5. Defense Visual Information Center (DVIC). The Department of Defense's central VI records center. It is responsible for the receipt, storage, preservation, reference service, life-cycle management, reproduction, and disposition of VI records; and the replication and distribution of VI end products.

DL1.1.6. Documentation Imagery. Imagery depicting actual events, activities, phenomena, places, or people recorded primarily to create a record of the subject matter.

DL1.1.7. Imagery. A visual representation of a person, place, or thing recorded and stored in any format on a physical medium.

DL1.1.8. Joint Combat Camera Center (JCCC). The Department of Defense's central reception and distribution point for current joint-interest imagery. It is responsible for the receipt and distribution of joint-interest imagery to the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, and other DoD Components.

DL1.1.9. Joint COMCAM Imagery. COMCAM imagery recorded in the joint environment.

DL1.1.10. Joint-Interest Imagery. Imagery that depicts subjects of known or probable interest to the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or more than one DoD Component. All COMCAM imagery shot in the joint environment is assumed to be joint-interest imagery. Other imagery, both from COMCAM sources and other-than-COMCAM sources, such as Public Affairs and photojournalists, that depicts subjects of known or probable interest to the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, or more than one DoD Component, is also joint-interest imagery.

DL1.1.11. Official DoD Imagery. Photographic and video images, regardless of the medium in which they are acquired, stored, or displayed, that are recorded or produced by persons acting for or on behalf of DoD activities, functions, or missions.

DL1.1.12. Primary Interest Component. The DoD Component that is the primary subject in an image or scene. There may be more than one. For example, the primary interest components of a photo or scene recorded by an Army camera operator of Air Force planes flying over a Navy ship would be the Air Force and Navy.

DL1.1.13. Still Images. Visual representations or images that are recorded or rendered on a two-dimensional surface or screen by chemical, electronic, or artistic means. Still images recorded by camera operators in the field fall into two categories:

DL1.1.13.1. Still Photographs. Chemically based images recorded in a camera as either photographic negatives or transparencies.

DL1.1.13.2. Still Digital Images. Electronically based images that are either recorded in a camera or electronically copied from another photographic or image medium. The category of still digital images includes digital video stills, digital images, digital scans of photographs, and digital frame grabs of motion video or television broadcasts.

DL1.1.14. Visual Information (VI). Information in the form of visual or pictorial representations of person(s), place(s), or thing(s), with or without sound. VI includes still photographs, digital still images, motion pictures, analog and digital video recordings, and hand- or computer-generated graphic art and animations that depict real or imaginary person(s), place(s), and/or thing(s), and related captions, overlays, and intellectual control data. VI excludes three-dimensional, alphabetic, symbolic, or coded data (such as printed text, signals, signs, maps and other geodetic products, numerical data, and icons), unless these items are part of larger pictorial representations, or contain pictorial representations (such as maps that include pictures). VI also excludes

graphic art that depicts abstractions or abstract relationships, i.e., objects other than persons, places, or things (such as organizational structures, symbols, process flows, quantitative data, or logical relationships).

DL1.1.15. VI Material. Any still and motion film, videotape, disk, or other media containing visual information including the original, intermediate, master, and any duplicate, print, reference, or dub copy.

DL1.1.16. VI Materials. A general term referring collectively to all of the various VI still and motion films, tapes, disks, and graphic arts including the original, intermediate, and master copies, and any other retained-recorded imagery.

DL1.1.17. VI Media. Any films, videotapes, disks, or other physical objects that contain or are capable of containing visual information.

DL1.1.18. VI Record. Visual Information with a related caption and identifying number designated as record material according to the requirements of Federal Law or Federal regulations. While a VI record resides on a physical medium (such as film, tape, or disk), the record is the informational content as distinct from the medium on which it resides.

DL1.1.19. Visual Information Record Identification Number (VIRIN). An alphanumeric designator assigned to a VI record other than a VI production. The VIRIN is the number under which VI records are life-cycle managed.

AL1.1. ABBREVIATIONS AND/OR ACRONYMS

AL1.1.1.	<u>AOR</u>	Area of Responsibility
AL1.1.2.	<u>CAP</u>	Component Accessioning Point
AL1.1.3.	<u>COMCAM</u>	Combat Camera
AL1.1.4.	<u>CRAF</u>	Civilian Reserve Air Fleet
AL1.1.5.	<u>DLT</u>	Decision Logic Table
AL1.1.6.	<u>DPI</u>	Dots Per Inch
AL1.1.7.	<u>DVIC</u>	Defense Visual Information Center
AL1.1.8.	<u>IPTC</u>	International Press Telecommunications Council
AL1.1.9.	<u>JCCC</u>	Joint Combat Camera Center
AL1.1.10.	<u>JPEG</u>	Joint Photographic Experts Group
AL1.1.11.	<u>MEDIVAC</u>	Medical Evacuation
AL1.1.12.	<u>MOPIC</u>	Motion Picture
AL1.1.13.	<u>MWR</u>	Moral, Welfare and Recreation
AL1.1.14.	<u>PHM</u>	Guided Missile Patrole Combatant (Hydrofoil)
AL1.1.15.	<u>PPI</u>	Pixels Per Inch
AL1.1.16.	<u>RDT&E</u>	Research, Development, Test & Evaluation
AL1.1.17.	<u>SSBM</u>	Ballistic Missile Submarine
AL1.1.18.	<u>TIFF</u>	Tagged Image File Format
AL1.1.19.	<u>UFO</u>	Unidentified Flying Object
AL1.1.20.	<u>VI</u>	Visual Information
AL1.1.21.	<u>VIRIN</u>	Visual Information Record Identification Number

C1. CHAPTER 1

INTRODUCTION

C1.1.1. This Decision Logic Table (DLT) provides DoD camera operators with general instructions on the type of Visual Information (VI) imagery they are to capture and what to do with that imagery afterwards.

C1.1.2. The DLT assumes that VI is a valuable information resource that contributes to accomplishing DoD missions and performing DoD functions. VI provides field and off-site commanders with near real-time visual imagery of the scenes, facts, and occurrences surrounding an event, mission, or operation. In so doing, VI facilitates mission/operation planning, decision-making, and battle damage assessments. VI imagery also serves as:

C1.1.2.1. Historical documentation, such as historical research and comparisons of past and present (or before and after) that may help DoD personnel detect changes and trends, determine the results of an event or operation, and analyze cause/effect relationships.

C1.1.2.2. Legal/evidentiary information.

C1.1.2.3. Public information.

C1.1.2.4. Troop information.

C1.1.2.5. Command briefing aids and material.

C1.1.2.6. Stock imagery for such functions as audiovisual production and computer/interactive video simulation.

C1.1.3. For VI imagery to effectively serve the above purposes, DoD camera operators shall capture all the VI that the Department of Defense needs, but not repetitious, duplicative, or extraneous VI that does not meet DoD operational/functional requirements or the demands of Federal law and regulations. In this way, camera operators make it easier and less costly for the Department of Defense to manage, store, and disseminate its VI imagery to those who need it as quickly as possible.

C1.1.4. The DLT includes four chapters, each covering a different broad scenario in which the DoD camera operator might be working, since the Department of Defense's operational and VI imagery requirements differ in each stage. The first three chapters cover VI imagery shot in the joint and Combat Camera (COMCAM) environment; the fourth one covers most VI imagery shot in the Services, major command, unit, base, or installation environment. These chapters are:

C1.1.4.1. Wartime and combat events and operations.

C1.1.4.2. Peacetime military operations and exercises.

C1.1.4.3. Combat service support, preparations for military operations, unit security, everyday life-in-the-field, and related activities.

C1.1.4.4. Normal peacetime activities at the Service, major command, unit, base, ship, and installation level.

C1.1.5. Each chapter consists of tables that contain both subject/scene descriptions and related instructions, as follows:

C1.1.5.1. The subject/scene descriptions describe the subject matter content and consist mostly of brief category descriptions along with characteristic examples or definitions of the events, phenomena, actions, or activities that fall within the category.

C1.1.5.2. The related instructions contain two types of directions. The first describes the priority for the recording of the subject matter listed. The second tells what the camera operators and those higher in the chain-of-command shall do with the imagery afterward.

C1.1.5.3. Priorities fall into the following categories: HIGH, NORMAL, FILE, SAMPLE, SELECT, SAMPLE/SELECT, and LOCAL.

C1.1.5.3.1. HIGH priority subject imagery has both significant and immediate operational value (and significant archival or historical value). Examples include engagements with enemy forces, combat-related weapons system video, or rescues of injured and trapped victims from collapsed buildings, damaged aircraft, or other vehicles following major disaster or accident. In most cases, there may be major national and/or international media interest in the material. Usually, the subject matter consists of unique limited-time duration events that are not repetitive. DoD camera operators shall make every reasonable effort to capture or record these subjects or events.

C1.1.5.3.2. NORMAL priority subject imagery has major operational value (and potential archival or historical value), but less than imagery classified as HIGH Priority. Examples include the searching of captured enemy bunkers or facilities, briefings and video reports on joint training exercises, and follow-on deployments of troops, aircraft, and weapons systems to overseas locations.

C1.1.5.3.3. FILE priority subject imagery has potentially high operational value in the future, but not normally at the time it is recorded. It is the type of imagery that Area of Responsibility (AOR) commands and others (including public affairs offices, the Joint

Combat Camera Center (JCCC), and the Defense Visual Information Center (DVIC)) may want to have on file in case there are sudden operational requirements for the imagery or there is sudden public interest. Examples include imagery of facilities or terrain where future actions may take place, or imagery showing the routine appearance, configuration, and operation of aircraft, ships, and weapons systems that may be used in future operations or become the subject of major public interest.

C1.1.5.3.4. **SAMPLE** priority subject imagery documents either long-duration activities or normally repetitive and recurring subjects and events. In such cases, there is often a short-term operational (and normally local) need for the material. Any longer-term operational needs and beyond local or beyond AOR needs (and any archival or historical documentation needs) may easily be met by a representative sampling of scenes containing the subjects described. Over a long period of time, different camera operators, unless instructed otherwise, may often generate duplicative and repetitious imagery of the **SAMPLE** subject material. Consequently, recording of such subjects shall have a lower priority than other subject categories, and only a representative sample of such material shall be sent forward. Examples include imagery depicting routine logistics, transport, medical support, and combat service support activities such as food preparation and mail distribution.

C1.1.5.3.5. **SELECT** priority subject imagery documents scenes or subjects that normally have operational value (and archival or historical value) only when something atypical or out of the ordinary occurs. These include low probability (but important if they do occur) events, rarely occurring but major malfunctions, or detected changes or activity in a normally static scene that is under surveillance. Typically, much of the material falling into this category is recorded by security cameras or during surveillance or telemetry operations. Sometimes, however, an atypical event, malfunction, or change may be recorded by a camera operator who happens to be in the right place at the right time. Examples would include visual telemetry recording a major equipment malfunction in a new weapons systems, and surveillance imagery that shows unusual activity in a normally inactive area. In cases like these, only the unusual or atypical subject material shall be sent forward.

C1.1.5.3.6. Some categories of imagery may be designated as **SAMPLE/SELECT**. This means that both a representative or typical sample of normal events or subjects, and the out-of-the-ordinary events or malfunctions or changes are desired. An example includes both a random sample of aircraft returning from combat missions plus all recordings of returning aircraft that crash-landed due to battle damage.

C1.1.5.3.7. **LOCAL** subject imagery is normally of just local and temporary operational (and very little historical or archival) value. Camera operators shall record these subjects only to meet local needs and shall not send this material forward. Examples would include routine landings of aircraft returning from non-combat missions, small unit training exercises, and local base open-houses that neither involve VIPs/high-ranking officers, show newly acquired facilities or weaponry, nor provoke news media interest.

C1.1.5.4. In cases where there is normally a real-time operational need for the material, the instructions next to the subject matter table listing direct the camera operators and their superiors to follow the media handling instructions in Appendix 1. In cases where there is normally no immediate operational need for the material, the instructions direct camera operators and their superiors to follow the media handling instructions in Appendix 2.

C1.1.6. All camera operators should remember that VI is a composite of visual imagery and captions. Unless both are present, there is no visual information. Consequently, camera original film and video must be accompanied by a completed DD Form 2537, "Visual Information Caption Sheet" or embedded caption describing the recorded imagery and puts it in its proper context. Digital still images shall include the International Press Telecommunications Council (IPTC) header caption data. If relevant calibration data (such as relative size, distance, direction, scale, or wind direction/speed) may be included, include it.

C1.1.6.1. Video scenes shall include a slate. To provide a proper visual context, include overall establishing shots or scenes that locate and place specific subjects or details thereof. The audio portion of video recordings shall include natural background sounds. Interviews, speeches, meetings, and other scenes with people speaking or talking shall be clearly audible.

C1.1.7. The DLT applies to all imagery captured directly by the camera operator. It also covers imagery captured by, or recorded off video transmissions from remotely piloted vehicles, aircraft, ordnance, and other devices designed to permit the capture of imagery in situations or places where human camera operators cannot be present.

C2. CHAPTER 2

IMAGERY RELATING TO COMBAT AND WARTIME EVENTS AND OPERATIONS

C2.1. COMBAT EVENTS IMAGERY

The following table concerns imagery that records the various types of events and activities that take place during combat operations, missions, and engagements with the enemy. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C2.T1. Combat Events Imagery

Subject Description	Instructions
2-1-1. Engagements with the enemy such as tank battles, infantry "firefights," helicopter gunship attacks, and aircraft bombing/strafing of land/sea targets	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
2-1-2. Armament delivery recordings and weapons system video	
2-1-3. Artillery/missile fire, ordnance deliveries, or air attacks upon U.S. and friendly forces or civilian noncombatants	
2-1-4. Launching of ballistic, cruise, and anti-aircraft missiles at enemy or hostile targets	
2-1-5. Aerial dogfights and downings of enemy aircraft and missiles	
2-1-6. Missions and actions of Special Operations Command forces in enemy-held territory, such as target marking, sabotage, demolition, POW rescue, intelligence collection, and raids upon enemy facilities	
2-1-7. Naval gunfire and torpedo attacks upon enemy ships, beach defenses, shore facilities, and oil drilling platforms	
2-1-8. Hostage rescues involving forcible entry or shooting	
2-1-9. Forms of combat not enumerated above	

C2.2. COMBAT CONTEXT-RELATED IMAGERY

The following table concerns imagery that records pre- and post-operation briefings, reports, and other activities that put combat events in operational and historical perspective. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C2.T2. Combat Context-Related Imagery

Subject Description		Instructions
2-2-1. Pre-operation and pre-mission planning activities (including Crisis Action Team operations and pre-mission briefings)		HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
2-2-2. Post-operation or post-mission interviews, briefings, and reports that:	<p>A. Brief, report, or describe what happened and include either operation or mission participants or their superiors in the chain of command</p> <p>B. Interview operation or mission participants to discover what happened, elicit personal reactions, determine results and effects, and find out what went right or wrong</p>	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1
2-2-3. Post-operation or post-mission briefings that consist of in-country and in-theater briefings of the media and/or the public by flag-rank officers or designated command briefers concerning:	<p>A. Recent military operations</p> <p>B. Events and recent developments relating to the war or military operation</p> <p>C. Casualties and losses</p>	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1

C2.3. PRE- AND POST-ENGAGEMENT IMAGERY

The following table concerns imagery that records various types of action preparatory to, subsequent to, or closely related to combat (such as takeoffs and landings of aircraft on combat missions or deployments to the battle site) as distinct from the actual combat events themselves. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C2.T3. Pre- and Post-Engagement Imagery

Subject Description		Instructions
2-3-1. Take-offs/launchings and flight of combat aircraft on:	A. First combat missions	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
	B. Combat missions of significant military, historical, or media importance	
	C. Other combat missions	SAMPLE/SELECT. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
	D. Non-combat missions	LOCAL. Provide copies or dubs as needed to local or major commands. Do not send to the Component Accessioning Point (CAP) unless otherwise directed.
2-3-2. Landings and crash landings of combat aircraft returning from:	A. First combat missions	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
	B. Combat missions of significant military, historical, or media importance	
	C. Other combat missions	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
	D. Non-combat missions	LOCAL. Provide copies or dubs as needed to local commands. Do not send to the CAP unless otherwise directed.

Table C2.T3. Pre- and Post-Engagement Imagery--Continued

Subject Description		Instructions
2-3-3. In-flight refueling, ground refueling, "Hot Pit" refueling, flight-line activities, repair, maintenance, and ordnance loading of aircraft on:	A. First combat missions	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
	B. Combat missions of significant military, historical, or media importance	
	C. Other combat missions	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
	D. Non-combat missions	LOCAL. Provide copies or dubs as needed to local commands. Do not send to the CAP unless otherwise directed.
2-3-4. In-flight operations and activities of aircraft en-route to or from target areas (including interior shots, aerial shots of other aircraft on the mission, and aerial shots of enemy or near-target terrain)		NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
2-3-5. Search-and-rescue of military personnel that are:	A. Behind enemy lines or in enemy-controlled waters	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
	B. Not behind enemy lines or in enemy-controlled waters	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
2-3-6. Deployment of troops and weapons systems at or near the immediate site of combat or battle (including interior shots of vehicles or helicopters, shots of other helicopters/vehicles on the mission, and shots of battlefield terrain)		SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
2-3-7. Boarding of suspected blockade runners or quarantine violators, searching of boarded ships, seizure or destruction of contraband cargo, arrest of the crew, and seizure or sinking of the ship		HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.

C2.4. CONSEQUENCES AND AFTERMATH OF COMBAT IMAGERY

The following table concerns imagery that records the physical, operational, human, environmental, and other consequences and aftermath of combat and combat operations. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C2.T4. Consequences and Aftermath of Combat Imagery

Subject Description	Instructions
2-4-1. Military and civilian casualties (both dead and wounded), including in-the-field treatment of wounded and any evidence of chemical or biological weapons usage	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
2-4-2. Combat or battle damage to buildings, weapons systems, or the physical environment	
2-4-3. War-related acts against the environment (such as building/facility/cultural site demolitions, oil spills, arson fires)	
2-4-4. Surrender or capture of enemy personnel	
2-4-5. The searching of captured enemy vehicles, weapons systems, bunkers, or facilities for either hidden enemy personnel, explosives, or material of intelligence value	

C2.5 POST-BATTLE ACTIVITIES IMAGERY

The following table concerns imagery that records the post-battle activities relating to casualties, unexploded ordnance, damaged/abandoned weapons, infrastructure, POWs, and "Clean up" of the battle site. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C2.T5. Post-Battle Activities Imagery

Subject Description	Instructions
2-5-1. Evacuation and hospital treatment of wounded	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
2-5-2. Removal or burial of bodies	
2-5-3. Transfer of enemy POWs to POW camps	
2-5-4. Removal or destruction of mines and unexploded ordnance	
2-5-5. Removal or destruction of damaged or abandoned vehicles, weapons systems, ordnance, bunkers, or facilities	
2-5-6. Repair of damaged buildings, facilities, bridges, roads, or runways	
2-5-7. POW interrogations	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.

C2.6 TERMINATION OF CONFLICTS IMAGERY

The following table concerns imagery that records events and activities relating to the termination of the conflict, such as truce signings and return of POWs. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C2.T6. Termination of Conflicts Imagery

Subject Description	Instructions
2-6-1. Truce and armistice negotiations and signings	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
2-6-2. Release and repatriation of U.S., Allied, and enemy POWs	
2-6-3. Movements of U.S. and Allied troops, equipment, and weapons to cease-fire/armistice negotiation lines or zones	NORMAL. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
2-6-4. Arrival and deployment of third-party peacekeeping forces	

C2.7. ON-BOARD SHIP OPERATIONS IMAGERY

The following table concerns imagery that records significant on-board ship operations and events. The table also lists priority assigned to each category of imagery and provides relevant handling instructions.

Table C2.T7. On-Board Ship Operations Imagery

Subject Description	Instructions
2-7-1. Damage control operations, emergency repair, firefighting, and medical care of the wounded and injured resulting from battle damage	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
2-7-2. Combat command center operations, engine room operations, aircraft loading, weapons loading, repair, flight operations, and weapons systems operations that are recorded during actual combat or blockade/quarantine related boarding	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
2-7-3. Activities of Naval vessels taken to enforce a blockade or a quarantine, such as patrolling, signaling, and warning ships, verifying the identity and type of ship, and related action exclusive of actual boarding, arrest, seizure, and sinking actions	

C3. CHAPTER 3IMAGERY RELATING TO PEACETIME MILITARY OPERATIONSC3.1. SUDDEN EVENT AND DISASTER RESPONSE IMAGERY

The following table concerns imagery that records military operations involving evacuations of civilians from trouble spots and responses to natural disasters. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C3.T1. Sudden Event and Disaster Response Imagery

Subject Description	Instructions
3-1-1. Peaceful evacuation of U.S. citizens and foreign nationals from specific foreign trouble spots	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
3-1-2. Live recordings of natural disaster events (e.g., earthquakes, fires, tornadoes, hurricanes, etc.)	
3-1-3. Peaceful evacuation of residents from the sites of actual or impending natural disasters	
3-1-4. Rescue of injured and trapped victims from collapsed or damaged buildings or structures, or from the wreckage of damaged aircraft, trains, subways, or motor vehicles	
3-1-5. On-site treatment of injured and MEDEVAC of injured to hospitals	
3-1-6. Post-disaster humanitarian relief activities, such as feeding victims, providing housing for those made homeless, reuniting families, providing emergency communications, and clearing away debris	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
3-1-7. Damage to buildings, structures, and the physical environment resulting from the disaster	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
3-1-8. Post-disaster rebuilding and resettlement activities	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.

C3.2. PEACEKEEPING AND PEACE ENFORCEMENT OPERATIONS IMAGERY

The following table concerns imagery that records events and activities relating to peacekeeping and peace enforcement operations. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C3.T2. Peacekeeping and Peace Enforcement Operations Imagery

Subject Description	Instructions
3-2-1. Deployment of U.S. and other peacekeeping troops, weapons systems, and equipment at or near the immediate site of peacekeeping or peace enforcement operations	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
3-2-2. Separation of combatants, gathering up and storing/destroying of weapons, setting up demarcation lines, establishment and operation of checkpoints	
3-2-3. Post-war humanitarian and reconstruction activities, such as caring for refugees, restoring energy/communications/transportation facilities, and de-mining operations	
3-2-4. Meetings of U.S. and Allied military commanders with warring-party commanders on peacekeeping-related matters	
3-2-5. Damage to buildings, structures, and the physical environment resulting from the war	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
3-2-6. Movement of warring troops to demarcation lines and designated cantonment areas	

C3.3. MAJOR OVERSEAS EXERCISES IMAGERY

The following table concerns imagery that records major overseas joint or combined forces training and war simulation exercises. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C3.T3. Major Overseas Exercises Imagery

Subject Description	Instructions
3-3-1. Pre-exercise and post-exercise interviews, briefings, and video reports	NORMAL. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
3-3-2. Events and activities taking place during the exercise	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.

C4. CHAPTER 4IMAGERY RELATING TO PREPARATION FOR MILITARY OPERATIONS, COMBAT SERVICE SUPPORT, UNIT SECURITY, EVERYDAY LIFE-IN-THE FIELD, AND RELATED ACTIVITIESC4.1. PHYSICAL APPEARANCE OF SIGNIFICANT SITES AND STRUCTURES IMAGERY

The following table concerns imagery that records the physical appearance of, security protections surrounding, entrances and routes into, and exits from facilities, buildings, sites, and infrastructures that are likely or probable sites of military operations or terrorist attack. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T1. Physical Appearance of Significant Sites and Structures Imagery

Subject Description		Instructions
4-1-1. Military headquarters, bases, installations, and facilities	That are likely or potential sites of:	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
4-1-2. Politically, economically, or culturally significant buildings sites, facilities, or places (including those undergoing construction)	A. U.S. and allied military actions and combat operations	
4-1-3. Transportation and communications links and facilities such as roads, bridges, railways, airports, and telecommunication links	B. Enemy military actions or combat operations	
	C. Sabotage	
	D. Terrorist or guerrilla attack	

C4.2. PHYSICAL ENVIRONMENT FEATURES IMAGERY

The following table concerns imagery that records the physical appearance of the terrain, vegetation, ecology, and environment of sites and areas where future military or terrorist operations are planned or expected. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T2. Physical Environment Features Imagery

Subject Description	Instructions
4-2-1. U.S. and allied military operations and actions are planned or expected	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
4-2-2. Enemy military operations, attacks, and actions are expected or likely	
4-2-3. Terrorist or guerrilla attacks are likely	
4-2-4. Ecological or environmental consequences are expected or likely in the event of enemy action (such as areas at, near, downwind, or down current from sites of environmental attacks or biological/chemical weapons usage)	

C4.3. VISIT AND MEETING IMAGERY

The following table concerns imagery that records VIP visits and meetings in-theater. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T3. Visit and Meeting Imagery

Subject Description		Instructions
4-3-1. Visits of high-level officials (President, Vice President, Congressmen, Cabinet members, Secretary of Defense/Assistant Secretaries of Defense, Chairman of the Joint Chiefs of Staff, Commanders in Chief), host-country equivalents, foreign-equivalent dignitaries to:	<p>A. In-country and in-theater U.S. military units, air bases, ships, and hospitals</p> <p>B. In-country and in-theater U.S. military commanders</p> <p>C. Troops in the field</p>	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
4-3-2. Meetings of high-level officials (President, Vice President, Congressmen, Cabinet members, Secretary of Defense /Assistant Secretaries of Defense, Chairman of the Joint Chiefs of Staff, Commanders in Chief), host-country equivalents, foreign-equivalent dignitaries with:	U.S., host-country, and allied military commanders, and host- country political leaders	
4-3-3. Visits of entertainers, sports stars, political candidates, and other media celebrities		NORMAL. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2. If there is media interest, handle according to Appendix 1.

C4.4. COMBAT SERVICE SUPPORT IMAGERY

The following table concerns imagery that records various combat service support activities such as logistics, medical support, transportation, and information support. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T4. Combat Service Support Imagery

Subject Description	Instructions
4-4-1. Logistical re-supply (including cargo loadings and unloadings, maintenance of logistics facilities, stored equipment supplies/weaponry, and transport of material to troops in the field)	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
4-4-2. Airlift/sealift of troops, equipment, weapons, and supplies into, from, and within the theater (including civilian reserve air fleet (CRAF) operations)	
4-4-3. Medical support, medical treatment, and medical evacuation activities (exclusive of medical treatment on the battlefield or Medical Evacuation (MEDEVAC) of wounded from the battlefield)	
4-4-4. Command, control, communications, computer, and information support activities (including air traffic control and COMCAM support)	
4-4-5. Other combat service support activities, such as food preparation and feeding of troops, mail distribution, etc.	

C4.5. PREPARATION FOR COMBAT IMAGERY

The following table concerns imagery that records activities relating to preparation for combat such as in-country training and unit security/perimeter defense actions. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T5. Preparation for Combat Imagery

Subject Description	Instructions
4-5-1. Unit/base war readiness preparation activities	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
4-5-2. Base ground defense and security activities	
4-5-3. In-country/AOR training of troops (including live-fire exercises and combat simulations)	
4-5-4. Digging of trenches/building of bunkers	

C4.6. DEPLOYMENT ACTIVITIES IMAGERY

The following table concerns imagery that records deployment activities. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T6. Deployment Activities Imagery

Subject Description		Instructions
4-6-1. Deployment (including airlift/sealift/ground transport) of troops, aircraft, ships, weapons systems, and equipment from outside the AOR to the AOR for the following:	A. Initially deployed combat units and ships	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
	B. Subsequently deployed combat units and ships	NORMAL. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
4-6-2. Redeployment or return of troops, weapons, and supplies from the AOR to outside-AOR base sites for the following:	A. Initially deployed combat units and ships	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
	B. First-returned combat units and ships	
	C. Last-returned combat units and ships	
	D. Those not listed in items A, B, or C, above	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
4-6-3. Local within AOR deployments (including airlift/sealift/ground transport) and redeployments of troops, weapons, and supplies (exclusive of deployment directly into combat)		SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.

C4.7. ASPECTS OF EVERYDAY LIFE IMAGERY

The following table concerns imagery that records aspects of everyday in the theater/area of responsibility for both deployed military and native in-country civilians. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T7. Aspects of Everyday Life Imagery

Subject Description		Instructions
4-7-1. Civilian inhabitants residing in the AOR that includes:	A. Social behavior, customs, social institutions, life-styles, and clothing	FILE. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
	B. Everyday life and living conditions	
4-7-2. Military personnel serving in the AOR and in the field, that includes:	A. Everyday life and living conditions	FILE. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
	B. Techniques for living in and coping with the physical environment	
	C. Such activities as Morale, Welfare, and Recreation (MWR) support, mail service, meals, routine medical care, and interactions with host-country natives	

C4.8. IN-THEATER EQUIPMENT, WEAPON, SHIP, & AIRCRAFT IMAGERY

The following table concerns imagery that records the physical appearance, use, operation, repair, and maintenance of in-theater U.S. and foreign military equipment, weaponry, ships, and aircraft. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

TABLE C4.T8. In-Theater Equipment, Weapon, Ship, & Aircraft Imagery

Subject Description		Instructions
4-8-1. Military equipment, and technologies (such as radar, sonar, C4I systems, tracking equipment, etc.) within the AOR and major components thereof that are:	<p>A. Used by the U.S. or its allies within the AOR</p> <p>B. Used by the enemy or potential enemies within the AOR</p>	FILE. Provide copies to local and major commands. Handle camera-recorded imagery that best records the appearance, use, and operation according to Appendix 2.
4-8-2. Weaponry such as guns, artillery, mines, bombs, or ordnance (exclusive of planes, ships, helicopters, and missiles that are:	<p>A. Used by the U.S. or its allies within the AOR</p> <p>B. Used by the enemy or its potential allies within the AOR</p>	
4-8-3. Naval ships, coast guard vessels, merchant ships, tankers, fishing vessels, and other sea-going craft that are:	<p>A. U.S. Naval, Coast Guard, and merchant ships within the AOR</p> <p>B. Host-country and Allied naval and other ships within the AOR</p> <p>C. Enemy or potential enemy naval and other ships within the AOR</p>	FILE. Provide copies to local and major commands. Handle camera-recorded imagery that includes the following views: overhead; bow; starboard bow, beam, quarter; stern; port bow, beam, and quarter according to Appendix 1.
4-8-4. Military and commercial aircraft and helicopters that are used by:	<p>A. U.S. military forces within the AOR</p> <p>B. Host-country and Allied military forces within the AOR</p> <p>C. Enemy or potential enemy military forces within the AOR</p> <p>D. Airlines of countries within the AOR</p>	FILE. Provide copies to local and major commands. Handle camera-recorded imagery that includes take-off, landing, and flight according to Appendix 2.

C4.9. ON-BOARD SHIP OPERATIONS IMAGERY

The following table concerns imagery that records normal on-board ship operations and non-combat related emergency operations. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T9. On-Board Ship Operations Imagery

Subject Description	Instructions
4-9-1. Damage control, emergency repair, and firefighting actions resulting from accidents, equipment malfunctions, or other emergencies not related to enemy action	NORMAL. Provide copies or dubs as needed to local and major commands. Handle according to Appendix 1.
4-9-2. Combat command center operations, engine room operations, aircraft loading, weapons loading, flight operations, and weapons system operations	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
4-9-3. Everyday life aboard ship, including crew living and working conditions	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.

C4.10. INVESTIGATIVE/EVIDENTIARY IMAGERY

The following table concerns imagery that records investigative, fact-finding, and evidentiary data relating to sites and scenes of war crimes, acts of terrorism, airplane crashes, and weapons systems mishaps. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T10. Investigative/Evidentiary Imagery

Subject Description	Instructions
4-10-1. Depicting sites or scenes where war crimes, sabotage, and acts of terrorism have taken place (including related shots of victims or witnesses of the above)	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
4-10-2. Relating to in-AOR aircraft accidents, accidental firing/launching of major weapons, ship collisions or sinkings, and nuclear weapons mishaps	

C4.11. MAN-MADE STRUCTURE AND SITE IMAGERY

The following table concerns imagery that records the physical appearance and immediate environment of man-made sites and structures (including related defenses, entrances, exits, and security protected or concealment areas) that are potential sites of military operations or terrorist attack or where attacks, if they occurred, would have major medical or environmental consequences. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T11. Man-made Structure and Site Imagery

Subject Description		Instructions
4-11-1. Military headquarters, bases, installations, and facilities within the AOR		FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
<p>4-11-2. Politically, economically, or culturally significant buildings, sites, facilities, or places (including those undergoing construction) where:</p> <p>4-11-3. Transportation and communications links and facilities, such as roads, bridges, railways, airports, and telecommunication links where:</p> <p>4-11-4. Urban infrastructure sites, such as power plants, electricity grids, water and sewage treatment plants, aqueducts, and water and gas mains where:</p>	<p>A. U.S. and allied military operations and actions are planned or expected</p> <p>B. Enemy military operations and actions are expected</p> <p>C. Terrorist or guerrilla attacks are likely</p> <p>D. Any attack would likely cause serious ecological, medical, or environmental consequences</p> <p>E. Civil disturbances are happening, or are threatening to take place</p> <p>F. They are in an area of vital or important strategic interest to the United States</p>	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
4-11-5. Man-made structures in the AOR that do not meet the criteria of items 4-11-1 through 4-11-4.		FILE. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
4-11-6. General urban terrain areas in the AOR		

C4.12. NATURAL TERRAIN AND SITE IMAGERY

The following table concerns imagery that records the natural terrain, vegetation, ecology, and physical environment of sites and areas of interest to the Department of Defense. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C4.T12. Natural Terrain and Site Imagery

Subject Description	Instructions
4-12-1. Where construction of airfields, port facilities, bases, and military facilities is planned or proposed	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
4-12-2. Where U.S. and allied military land operations and actions are planned or expected	
4-12-3. Where enemy troops and military bases/installations/facilities and airfields are currently located	
4-12-4. Where future enemy military operations or attacks are likely	
4-12-5. Where the site or area is of vital or important strategic interest to the United States (such as commanding terrain, narrow straits, or mountain passes)	
4-12-6. That could be subject to major water or air pollution, oil or chemical spills, radiation fallout, or conflagrations or firestorms because they are near, downwind, or downstream from sites that could cause such consequences if destroyed or seriously damaged by an attack	
4-12-7. That are underwater or off-shore sites of potential amphibious or submarine operations	

C5. CHAPTER 5IMAGERY RECORDING ROUTINE PEACETIME EVENTS AND ACTIVITIES
UNRELATED TO EITHER WAR, OVERSEAS COMBAT SERVICE SUPPORT, OR
MAJOR PEACETIME OPERATIONSC5.1. TRAINING EXERCISE IMAGERY

The following table concerns imagery that records training exercises and activities that take place outside the joint or combined environment. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T1. Training Exercise Imagery

Subject Description	Instructions
5-1-1. Major exercises involving more than one branch of Service, such as a combined Army infantry and armored exercise or a combined Navy air and submarine exercise	SAMPLE/SELECT. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
5-1-2. Major exercises involving large-size units of a Service, such as a Navy carrier air group, an Army brigade, or an Air Force wing	
5-1-3. Other training exercises, exclusive of Items 5-1-1, 5-1-2, and joint or combined forces exercises described in Chapter 3, Table C3.T3.	LOCAL. Record only if needed by local commands or major commands. Do not send to the CAP unless otherwise directed.

C5.2. DoD-RELATED LIFE AND CULTURE IMAGERY

The following table concerns imagery that records on-duty and off-duty aspects of DoD-related life and culture as well as the local culture of host country people living near overseas DoD facilities. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T2. DoD-related Life and Culture Imagery

Subject Description		Instructions
5-2-1. The on-duty work activities, individual or small unit training, and personal behavior of DoD personnel that:	A. Would be useful for training, recruiting, orientation, and public information	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
5-2-2. The off-duty activities, life-styles, and behavior of DoD personnel that:	B. Give an accurate and representative portrait of DoD and military service life	
5-2-3. The on-duty work activities, individual or small unit training, and personal behavior of DoD personnel that:	C. Does not meet the criteria of either A or B	LOCAL. Record only if needed by local commands or major commands. Do not send to the CAP unless otherwise directed.
5-2-4. The off-duty activities, life-styles, and behavior of DoD personnel that:		
5-2-5. The life-styles, daily activities, and local culture of persons residing near DoD facilities that:	A. Would be useful for training, orientation, or internal/public information purposes concerning the host country and its citizens	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
5-2-6. The institutions, amenities, and scenic or tourist attractions of areas near DoD facilities that:	B. Would not serve any obvious training, orientation, or internal/public information purpose	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.3. CEREMONIAL AND ROUTINE EVENT IMAGERY

The following table concerns imagery that records ceremonial or routine peacetime events such as parades, military ceremonies, athletic events, conferences, and normal daily activities. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T3. Ceremonial and Routine Event Imagery

Subject Description		Instructions
5-3-1. Parades, color guard ceremonies, honor ceremonies, and related activities that are:	A. Reviewed or attended by the President, Vice President, Secretary of Defense, or foreign equivalent of the above officials	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
	B. Attended by or involve the Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, Service Chiefs, or Commanders of Combatant Commands	
	C. Not attended by any officials listed in A or B, above	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
5-3-2. Award, promotion, change of command, and retirement ceremonies that are:	A. Reviewed or attended by the President, Vice President, Secretary of Defense, or foreign equivalent of the above officials	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1
	B. Attended by or involve the Chairman of the Joint Chiefs of Staff, Vice Chairman of the Joint Chiefs of Staff, Service Chiefs, or Commanders of Combatant Commands	
	C. Not attended by any officials listed in A or B, above	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
5-3-3. Funerals and memorial ceremonies that:	A. Involve the interest of the mass media due to either the rank or celebrity of the deceased, or the involvement of the deceased in a historical or mass media event	NORMAL. Provide copies or dubs needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
	B. Do not meet the criteria in A, above	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
5-3-4. Athletic, sporting, and entertainment events (excluding the Olympics or other international competitions that are described in Table C5.T20., Item 5-20-1)		LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

Table C5.T3. Ceremonial and Routine Event Imagery--Continued

	Subject Description	Instructions
5-3-5. Conferences, meetings, and seminars that:	A. Either receive wide media publicity or include flag-rank officers or professional experts in their field as presenters	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. If there is media interest, handle according to Appendix 1.
	B. Do not meet the criteria in A, above	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
5-3-6. Briefings, speeches, lectures, and presentations that:	A. Are directed to the public or receive wide publicity and distribution within the Department of Defense and focus on the activities of the Department of Defense, life within the Department of Defense, or events involving the Department of Defense	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. If there is media interest, handle according to Appendix 1.
	B. Do not meet the criteria in A, above	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
5-3-7. Base, facility, or installation inspections, visits, or open houses that:	A. Include high-level VIPs (e.g., 3- or 4-star flag officers, cabinet members, Deputy and Assistant Secretaries of Defense, Congressmen, and foreign equivalents)	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. If there is media interest, handle according to Appendix 1.
	B. Show newly created or acquired facilities, equipment, weaponry, aircraft, ships, or missiles	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. If there is media interest, handle according to Appendix 1.
	C. Do not meet the criteria in A or B	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

Table C5.T3. Ceremonial and Routine Event Imagery--Continued

Subject Description		Instructions
5-3-8. Routine basic and advanced training activities, such as:	Classroom scenes, lab scenes, field scenes, weapons practice, drills, marches, calisthenics, and obstacle course running	
5-3-9. Routine activities unrelated to any specific military operation, deployment to an overseas trouble spot, or large-scale peacetime exercise, such as:	Cargo loading and unloading, embarkations and debarkations, small unit exercises, transport of men and equipment, unit redeployments, and routine flight-line activities	

C5.4. DoD-RELATED MAN-MADE STRUCTURE AND SITE IMAGERY

The following table concerns imagery that records the physical appearance and immediate environment of man-made sites and structures (including related defenses, entrances, exits, and security protected or concealment areas) located within the United States or on overseas DoD bases or in areas where past wars were fought. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T4. DoD-related Man-made Structure and Site Imagery

Subject Description		Instructions
5-4-1. Military headquarters, bases, installations, and facilities that are:	<p>A. Located within the United States or is either DoD occupied or located on DoD-occupied or -owned bases, camps, sites, installations, or facilities.</p> <p>B. Located in countries or area where past wars involving the United States have occurred</p>	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
5-4-2. Politically, economically, or culturally significant buildings, sites, facilities, or places (including those undergoing construction) that are:		
5-4-3. Transportation and communications links and facilities such as roads, bridges, railways, airports, and telecommunication links that are:		

C5.5. WEAPONRY-RELATED IMAGERY

The following table concerns imagery that records the physical appearance, use, manufacture, and operation of weaponry (exclusive of ships, planes, helicopters, and missiles) and military vehicles. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T5. Weaponry-related Imagery

Subject Description		Instructions
5-5-1. Weaponry, such as guns, artillery, mines, bombs, or ordnance (exclusive of planes, ships, helicopters, and missiles) that:	A. Are in current U.S. or foreign military inventory	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. Include a representative sampling of each category, type, or model.
	B. Are obsolete and not in any current inventory, but were used in past wars or combat operations involving the United States	
	C. Do not meet the criteria of A or B, above	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.
5-5-2. Military vehicles that:	A. Are unique to, used in a unique manner by, or used primarily by either the U.S. military or foreign armed forces (e.g., tanks, armored vehicles, troop carriers, and self-propelled guns)	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. Include a representative sampling of each category, type, or model.
	B. Are used extensively in civilian life and used in the military in basically the same manner as used in civilian life (e.g., cars, trucks, vans)	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.
5-5-3. Equipment that:	A. Is unique to, used in a unique manner by or used primarily by the U.S. military or foreign armed forces (e.g., radar, sonar, surveillance, night vision, etc.)	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. Include a representative sampling of each category, type, or model.
	B. Is used extensively in civilian life and used in the military in basically the same manner as used in civilian life (e.g., personal computer, video editing, etc.)	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.6. REPAIR AND MAINTENANCE IMAGERY

The following table concerns imagery that records the repair and maintenance of weaponry (exclusive of ships, planes, helicopters, and missiles), military vehicles, and equipment. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T6. Repair and Maintenance Imagery

Subject Description	Instructions
5-6-1. Weaponry, such as guns, artillery, mines, bombs, or ordnance (exclusive of planes, ships, helicopters, and missiles) that:	A. Are in current U.S. or foreign military inventory
	B. Are obsolete and not in any current inventory, but were used in past wars or combat operations involving the U.S.
	C. Do not meet the criteria of A or B, above
5-6-2. Military vehicles that are: 5-6-3. Equipment that is:	A. Unique to, used in a unique manner by, or used primarily by either the U.S. military or foreign armed forces (e.g., tanks, armored vehicles, troop carriers, and self-propelled guns, radar, sonar, surveillance, night vision, etc.)
	B. Used extensively in civilian life and used in the military in basically the same manner as used in civilian life (e.g., jeeps, trucks, automobiles, vans, and motorcycles, personal computers, video editing equipment, etc.)

C5.7. U.S. AND FOREIGN SHIP IMAGERY

The following table concerns imagery that records the normal appearance, operation, and configuration of U.S. and foreign naval ships and vessels. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T7. U.S. and Foreign Ship Imagery

Subject Description	Instructions
5-7-1. Aircraft carriers	FILE. Provide copies or dubs as needed to local and major commands. Handle a representative sampling that includes: overhead; bow; starboard bow, beam, and quarter; stern; port bow, beam, and quarter views along with parked/launching/landing aircraft for each ship according to Appendix 2.
5-7-2. Battleships 5-7-3. Cruisers 5-7-4. Destroyers 5-7-5. Frigates 5-7-6. Ballistic missile submarines (SSBMs) 5-7-7. Attack submarines 5-7-8. Other combatant ships (e.g., Guided Missile Patrol Combatant (Hydrofoil) (PHMs), minesweepers, and patrol boats)	FILE. Provide copies of dubs as needed to local and major commands. Handle a representative sampling that includes: overhead; bow, starboard bow, beam and quarter, stern; port bow, beam, and quarter views along with shots of each of the ship's weapons being employed according to Appendix 2.
5-7-9. Auxiliary, transport, cargo, tender, amphibious warfare, and other support ships (e.g., tankers, troop transports, Landing Ship Docks, Landing Ship Tanks, landing ships, research ships) 5-7-10. Ships belonging to the U.S. Coast Guard or a foreign equivalent service (e.g., cutters, patrol craft, buoy tenders, ice breakers, and tugboats)	FILE. Provides copies of dubs as needed to local and major commands. Handle a representative sampling that includes: overhead; bow, starboard bow, beam and quarter, stern; port bow, beam, and quarter views for each U.S. Navy and Coast Guard ship; and, for each foreign country, one ship in each class, according to Appendix 2.

C5.8. SHIP CEREMONY IMAGERY

The following table concerns imagery that records ship ceremonies such as the launching, christening, commissioning, decommissioning, and re-commissioning of U.S. Navy ships and vessels. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T8. Ship Ceremony Imagery

Subject Description	Instructions
5-8-1. Ceremonies for U.S. Navy aircraft carriers, battleships, cruisers, submarines, destroyers, or frigates	NORMAL. Provide copies or dubs as needed to local and major commands.
5-8-2. Ships not listed in 5-8-1, but whose ceremonies are attended by high-level officials (the President, the Vice President, Cabinet members, Joint Chief of Staff members, Commanders in Chiefs, Secretary of Defense, Assistant Secretaries of Defense, Congressmen) or foreign-equivalent dignitaries	Handle camera-recorded imagery according to Appendix 2. If there is media interest, handle according to Appendix 1.
5-8-3. Ceremonies that do not meet the criteria of 5-8-1 or 5-8-2, above	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.9. ON-BOARD SHIP OPERATIONS IMAGERY

The following table concerns imagery that records on-board ship operations and activities during peacetime and in drug interdiction operations. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T9. On-Board Ship Operations Imagery

Subject Description		Instructions
5-9-1. Routine combat command center operations, engine room operations, aircraft loading, and flight operations that:	Do not involve combat, blockade, or quarantine actions; or patrol operations in an AOR where combat, blockade, or quarantine operations are taking place	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
5-9-2. Drug interdiction and smuggling operations, including pursuit, boarding, and arrest of the vessels and their crews where:	A. There is violent resistance to the boarding operation, or	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 1.
	B. There is media interest, or	
	C. The seized cargo has a significant valuation	
	D. The criteria of Items A, B, and C are not met	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.
5-9-3. Damage control, emergency repair, weapons system, and firefighting training that:	Does not occur during patrol operations in an AOR where combat, blockade, or quarantine operations are taking place	SAMPLE. Provide copies to local and major commands. Handle camera-recorded imagery according to Appendix 2.
5-9-4. Everyday life aboard ship, including crew living and working conditions that:		

C5.10. RESCUE, SALVAGE, AND EVIDENCE-GATHERING IMAGERY

The following table concerns imagery that records military involvement in rescue, salvage, and evidence-gathering activities relating to airplane crashes and ship mishaps. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T10. Rescue, Salvage, and Evidence-gathering Imagery

Subject Description	Instructions
5-10-1. Civilian airline crashes, including: scenes of wreckage, casualties, and debris; rescue, emergency medical treatment, and MEDEVAC of aircraft crew, passengers, and impact site casualties; and salvage activities relating to the recovery of wreckage and/or flight data recorders	HIGH. Provide copies or dubs as needed to local and major commands. If there is national media attention, handle according to Appendix 1. Otherwise, handle according to Appendix 2.
5-10-2. Ship mishaps (such as sinkings, collisions, running aground, or oil/hazardous cargo spills), including scenes of the mishap and related casualties; rescue, emergency medical treatment, and MEDEVAC of passengers and crew; and salvage, emergency repair, spill cleanup, and towing operations	

C5.11. SHIP CONSTRUCTION, MAINTENANCE, AND REPAIR IMAGERY

The following table concerns imagery that records the construction, dry-docking, painting, cleaning, and repair of U.S. and foreign ships. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T11. Ship Construction, Maintenance, and Repair Imagery

Subject Description	Instructions
5-11-1. Aircraft carriers, battleships, cruisers, frigates, and submarines	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery containing a representative sampling in each of the above categories for countries that have such ships in their current inventory according to Appendix 2.
5-11-2. Ships other than those listed in 5-11-1, above	LOCAL. Provide copies as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.12. AIRCRAFT, DIRIGIBLE, AND HELICOPTER IMAGERY

The following table concerns imagery that records the physical appearance, configuration, take-off, landing, flight, and operation of U.S. and foreign military airplanes, dirigibles, and helicopters. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

TABLE C5.T12. Aircraft, Dirigible, and Helicopter Imagery

Subject Description	Instructions
5-12-1. On the ground stationary	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery containing a representative sampling for each make, model, and version in inventory according to Appendix 2. The sampling shall include: medium and close-up front, side, front/side, top/front, top/side and rear views of the aircraft for each country that has that aircraft make/model/version in its current inventory. For aircraft carrying ordnance, the sampling shall include shots both with and without ordnance.
5-12-2. Taking off or landing	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery containing a representative sampling for each make, model, and version according to Appendix 2. The sampling shall include: front, side, and front/side views of landings; and side, top, and rear views of takeoffs for each country that has that aircraft make/model/version in its current inventory.
5-12-3. In-flight	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery containing a representative sampling for each make, model, and version according to Appendix 2. The sampling shall include: front, side, front/side, top/front/side, top/side, rear, bottom, bottom/front/side, bottom/rear, and bottom/rear/side views of the aircraft for each country that has that aircraft make/model/ version in its current inventory. For Motion Picture (MOPI) film and video, include scenes of the aircraft in level flight and also performing various combat maneuvers (e.g., diving, sharp turning, spiral climbing, peeling, rolling, looping, or firing ordnance.)

C5.13. AIRCRAFT REPAIR, MAINTENANCE, AND MANUFACTURING IMAGERY

The following table concerns imagery that records the repair, maintenance, manufacture, or final assembly of U.S. and foreign airplanes, dirigibles, helicopters, missiles, or rockets (including major component systems thereof). The table also lists the priority assigned to each category of imagery and provides handling instructions.

Table C5.T13. Aircraft Repair, Maintenance, and Manufacturing Imagery

Subject Description	Instructions
5-13-1. Aircraft, dirigibles, helicopters, missiles, or rockets in the current inventory of either the U.S. or foreign countries	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery containing a representative sampling of each category, type, or model according to Appendix 2.
5-13-2. Aircraft, dirigibles, helicopters, missiles, or rockets not in any current inventory	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.14. AIRCRAFT CEREMONIAL IMAGERY

The following table concerns imagery that records aircraft-related ceremonies, such as rollouts of the aircraft off the production line, first flight, and unique achievement ceremonies. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T14. Aircraft Ceremonial Imagery

Subject Description	Instructions
5-14-1. "Rollout" ceremonies of the first and last production model	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. If there is national media interest, handle according to Appendix 1.
5-14-2. First flight of the aircraft	
5-14-3. Last flight of the aircraft	
5-14-4. Acceptance of the aircraft into the first wing/carrier air group to receive the aircraft	
5-14-5. The final retirement ceremony for a front-line aircraft that is being phased out of the current inventory of active aircraft	
5-14-6. Ceremonies honoring an aircraft (and crew) for some unique achievement (e.g., breaking a speed or distance record, an action or feat in wartime, etc.)	
5-14-7. All other aircraft-related ceremonies	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.15. MISSILE, ROCKET, AND SPACE SATELLITE IMAGERY

The following table concerns imagery that records the physical appearance, configuration, and operation of U.S. and foreign missiles, rockets, and space satellites prior to and during launch. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T15. Missile, Rocket, and Space Satellite Imagery

Subject Description	Instructions	
5-15-1. On the ground stationary	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery containing a representative sampling for each make, model, and version according to Appendix 2. The sampling shall include: medium and close-up front, side, front/side, and rear/side of the missile, rocket, or satellite for each country that has that item make/model/version in its current inventory.	
5-15-2. Rockets and missiles during launching		
5-15-3. Being transported on the ground to launch or launch vehicle site, and consist of:	A. U.S. missiles that are not mobile surface launched missiles	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
	B. U.S. ground mobile missiles and all foreign missiles	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery containing a representative sampling of each category, type, or model according to Appendix 2.

C5.16. IN-FLIGHT INTERIOR IMAGERY

The following table concerns imagery that records the interior, significant operations within, and crew-related activities for aircraft, rockets, and missiles in-flight. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T16. In-flight Interior Imagery

Subject Description	Instructions
5-16-1. Equipment operations that take place during a flight, significant activities within the craft, and related crew reactions	SELECT. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery containing major events or malfunctions, or unusual activity according to Appendix 2.
5-16-2. Routine surveillance or telemetry imagery recorded for the purpose of detecting equipment malfunctions, and other imagery not meeting the criteria of 5-16-1, above	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.17. RESEARCH, DEVELOPMENT, TEST AND EVALUATION (RDT&E) AND TELEMETRY

The following table concerns imagery that records RDT&E source data and visual telemetry and measurement data. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T17. RDT&E and Telemetry

Subject Description		Instructions
5-17-1. RDT&E source data imagery generated during scientific experiments and observations		SELECT. Provide copies or dubs as needed to local and major commands.
5-17-2. Research data recorded as either source data or study documentation for research project reports		Handle camera-recorded imagery containing each major event, malfunction, or unusual activity according to Appendix 2.
5-17-3. Visual telemetry and measurement data recorded during launch, flight, or target impact to monitor the performance of a vehicle or its key components during launch, flight, or target impact of:	A. New aircraft, rockets, and missiles that are in the testing or experimental phase	SELECT. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery containing each major event, malfunction, or unusual activity according to Appendix 2.
	B. All other vehicles and components thereof	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.

C5.18. PUBLIC APPEARANCE AND INTERVIEW IMAGERY

The following table concerns imagery that records the public appearances or video history interviews of high-level present or former DoD officials and flag-rank officers, or of DoD personnel involved in significant events and technological developments. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T18. Public Appearance and Interview Imagery

Subject Description		Instructions
5-18-1. The televised press conferences, TV program guest appearances, public speeches, and Congressional or other testimony of high-level DoD officials, flag-rank officers, or DoD media celebrities		HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. If there is national media attention, handle according to Appendix 1.
5-18-2. Video history interviews with present and former DoD personnel who were either:	A. High-level DoD officials or flag-rank military officers B. Persons who had an impact on the history of significant technologies C. Persons who took part in or witnessed past historically important events D. Persons who achieved media distinction or notoriety	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. If there is national media attention, handle according to Appendix 1.
5-18-3. Attendance or appearance at routine DoD ceremonial events		See Table C5.T3. of this Chapter.

C5.19. PERSONAL PHYSICAL APPEARANCE AND VOICE IMAGERY

The following table concerns imagery that records the physical appearance, activities, and voice of significant officials, flag-rank officers, and other personalities. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T19. Personal Physical Appearance and Voice Imagery

Subject Description	Instructions
5-19-1. The President of the United States, the Vice-President, Secretary of Defense and Assistant secretaries, Cabinet members, Senators, Congressmen, Heads of DoD Agencies, and 3- and 4-star flag-rank officers	FILE. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. If there is media interest, handle according to Appendix 1.
5-19-2. Foreign heads of state, heads of government, cabinet ministers, members of parliaments or national legislative bodies, foreign equivalents of high-level DoD officials and flag-rank officers	
5-19-3. Leaders or key people of organizations or groups that might be the targets of U.S. military actions (such as communist or other totalitarian-type parties, large corporations, fanatic religious groups, revolutionary organizations, guerrilla armies, terrorist groups, criminal organizations, and politically oriented mass groups and movements)	
5-19-4. U.S.-elected and -appointed officials other than those listed in Item 5-19-1, above	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
5-19-5. Foreigners other than those listed in Items 5-19-2 and 5-19-3, above	

C5.20. ATHLETIC AND SPORTS EVENT-RELATED IMAGERY

The following table concerns imagery that records DoD support for, and involvement in, international athletic and sports events. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T20. Athletic and Sports Event-related Imagery

Subject Description	Instructions
5-20-1. The participation of individual U.S. Military Service personnel and DoD employees in competitive events in:	HIGH. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2. If there is national media attention, handle according to Appendix 1.
5-20-2. The providing of logistical, medical, security, communications, and related-type support to:	
A. The Olympics and Pan American games	LOCAL. Provide copies or dubs as needed to local and major commands. Do not send to the CAP unless otherwise directed.
B. Other international athletic and sports events, that are of major media interest	
C. Games and events not meeting the criteria of A or B, above	

C5.21. UNIDENTIFIED FLYING OBJECT (UFO) AND OTHER AERIAL PHENOMENA IMAGERY

The following table concerns imagery that records UFOs and other aerial phenomena not obviously identifiable as conventional aircraft or missiles. The table also lists the priority assigned to each category of imagery and provides relevant handling instructions.

Table C5.T21. UFO and Other Aerial Phenomena Imagery

Subject Description	Instructions
5-21-1. Aerial flying objects not obviously identifiable as conventional aircraft	NORMAL. Provide copies or dubs as needed to local and major commands. Handle camera-recorded imagery according to Appendix 2.
5-21-2. Aerial phenomena (including moving lights and similar phenomena)	

AP1. APPENDIX 1MEDIA HANDLING INSTRUCTIONS FOR SUBJECTS OF HIGH OPERATIONAL VALUETable AP1.T1. Media Handling Instructions for Subjects of High Operational Value

Instructions Apply to:	Handling Instructions
AP1.1.1. Camera original videotape	Send to the JCCC as soon as reasonably possible. If edited WSV clips have been made from the videotapes, send the clips to the JCCC and the videotapes to the appropriate CAP.
AP1.1.2. Camera original still film negatives and transparencies	<p>For rolls of photographic film processed in the field: Make a digital copy with embedded caption data of all camera original negatives and color transparencies according to Appendix 3 for transmission to the JCCC. Embed caption data into IPTC headers according to the instructions given in Appendix 5. Send camera original negatives or color transparencies to the CAP.</p> <p>For rolls of film that cannot be processed in the field: Forward the unprocessed film along with captions to the JCCC. JCCC will forward the original film to the CAP after selected images have been digitized.</p>
AP1.1.3. Digital original still images (recorded in the camera)	Save selected images according to Appendix 4. Embed caption data into IPTC headers according to the instructions given in Appendix 5. Transmit compressed or Joint Photographic Experts Group (JPEG) files of selected images to the JCCC and the CAP as soon as possible. If practical, send all media containing high resolution or Tagged Image File Format (TIFF) images to the CAP when no longer needed. ¹
AP1.1.4. Caption data records in either paper or machine-readable form for media other than digital still images with embedded IPTC captions	Send to the JCCC and CAPs along with the related VI material.

¹ Camera original images shall be forwarded to the JCCC under the following conditions: 1) when the Military Service's or DoD Agency's policies or regulations implementing this Manual direct the offer of camera original high-resolution digital images; 2) when the subject(s) constitute potential evidence of war crimes or U.S. Government liability for death, personal injury, or property damage; or 3) when the authenticity of DoD-originated images has been or is being questioned.

AP2. APPENDIX 2MEDIA HANDLING INSTRUCTIONS FOR OTHER SUBJECTSTable AP2.T1. Media Handling Instructions for Other Subjects

Instructions Apply to:	Handling Instructions
AP2.1.1. Camera original videotapes	Send to the CAP as soon as reasonably possible except for those tapes/reels whose VI subject matter is listed as LOCAL or disposable in the DLT.
AP2.1.2. Camera original still film negatives and transparencies	Make digital copies of selected camera original negatives and color transparencies according to Appendix 3, and embed caption data according to the instructions in Appendix 5. Forward digital copies to the CAP immediately for possible accessioning. Send all camera original negatives or color transparencies to the DVIC unless applicable Service or DoD Agency instructions direct that they be sent to the CAP.
AP2.1.3. Digital original still images (recorded in the camera)	Save selected images according to Appendix 4. Embed caption data into IPTC headers according to the instructions given in Appendix 5. Transmit compressed or JPEG files of selected images to the CAP as soon as possible. Send all media containing high resolution or TIFF images to the CAPs when no longer needed.
AP2.1.4. Caption data records in either paper or machine-readable form for media other than digital still images with embedded IPTC captions	Send to the CAP along with the related VI material.

AP3. APPENDIX 3

DoD (ARCHIVAL) FILM SCANNING GUIDELINES

AP3.1.1. This document provides guidance on the standards to be used when scanning original film images into digital format. It is necessary to ensure that the most useful file size and type are sent to the DVIC for inclusion in the still media records collection. Adhering to these standards will protect the archival quality of permanent DoD VI records and ensure their widest possible dissemination.

AP3.1.2. The following standards shall be utilized when scanning imagery for forwarding to the JCCC or CAP. Imagery retained for local use may be cropped, color corrected, or resized in accordance with the guidelines of reference (c). Imagery sent forward shall conform to the procedures described in paragraph AP3.1.3., below.

AP3.1.3. Procedures for Scanning Slides or Negatives

AP3.1.3.1. Clean image. Before scanning the film, dust and smudges should be removed. After scanning, enlarge the image on the monitor and examine for imperfections such as dust and scratches. Remove digital imperfections with the appropriate software.

AP3.1.3.2. Scanner Specifications. Film scanners shall meet or exceed the following specifications:

AP3.1.3.2.1. 35mm film format (minimum).

AP3.1.3.2.2. 12 bits per RGB channel (or better).

AP3.1.3.2.3. Full frame area array CCD.

AP3.1.3.2.4. 2,000 pixels per inch (PPI) resolution.

AP3.1.3.2.5. Selectable film types.

AP3.1.3.2.6. Automatic focus.

AP3.1.3.2.7. Selectable sharpening settings, including option to turn sharpening off.

AP3.1.3.2.8. Contrast, brightness, color balance, and white point adjustments.

AP3.1.3.2.9. Digital imagery software compatible with commonly-used photo software plug-in interfaces.

AP3.1.3.3. A 35mm image scanned in at 2,000 dots per inch (DPI) should yield approximately a 15 to 18 megabyte file size, depending on the content of the image.

AP3.1.3.4. Resolution. Film shall be scanned at 2,000 DPI minimum. If scanner software is set by output resolution, select a file size of 15 megabytes or larger (from a 35mm full frame scan).

AP3.1.3.5. Cropping. Crop only the black borders showing outside the frame of the scanned image. Cut off the extraneous borders produced by the scanning process. Including the black border in the scan creates additional work in that the image will have to be re-scanned before it can be accessioned into the official records. The scanned image should contain the full frame of the original, exposed film image.

AP3.1.3.6. Corrections. Do not make corrections to Levels, Auto Levels, Curves, Color Balance, and Brightness/Contrast. Since monitors are calibrated very differently, what you see on the monitor is usually not what output devices produce.

AP3.1.3.7. Orientation. Ensure the image is correctly oriented prior to saving in JPEG format.

AP3.1.3.8. Image Size. The DVIC standard is to set the longest side at 10 inches. With the constraints locked on, all the other image perimeters will adjust appropriately. The constrain proportions box must be marked. If this is done correctly, the file size will not change.

AP3.1.3.9. File Size. Make no adjustments to the file size.

AP3.1.3.10. File Type and Name. Save in the JPEG format; and end the file name with the 'jpg' file extension. The file name of a digital image shall be the image's Visual Information Record Identification Number (VIRIN), unless the software in use does not support the VIRIN's format. If system software does not support long file names, use the standard 8.3 file name convention. The first six characters are the date in VIRIN format with the last two characters of the VIRIN added (the sequence

number). A JPEG file shall have the file extension .jpg. An example of a digital still image file in 8.3 format would be 980430-N-8204E-005 becoming 98043005.jpg.

AP3.1.4. Captioning. Chapter 2 of reference (b) should be followed when writing the caption. Do not use general captions for a series of photos. Identify exactly what is in each image. Identify all the visible elements in the photo. Include weapons, armament, units, people, and actions. This information becomes the searchable data for imagery. As a rule, mention only what is in the picture, and describe exactly what you see. Briefly describe the exercise or circumstances after the visible elements have been described.

AP3.1.5. Compression. When scanning, the JPEG setting should be adjusted to maximum image quality. JPEG compression settings should not exceed 15:1. Images should be compressed only after all enhancements/corrections have been completed. If it is necessary to save an image needs to be saved while it is being worked, it should be saved in a lossless file format such as TIFF. Compression to a 10:1 ratio for transmission purposes ensures that the image will meet both JCCC and DVIC compression standards.

AP3.1.6. Re-Compression. Do not re-compress an original file that has been saved in JPEG format. Any changes made to a compressed image's pixel dimensions (even 1 pixel) will result in re-compression when saved, and may introduce unwanted artifacts. Changes that do not alter the image size, such as changes to IPTC header information, will not result in re-compression and can be safely performed without fear of degrading the image quality with further compression artifacts.

AP3.1.7. Summary. The standardization of file types, file sizes, and scanning resolution builds a foundation for easy access to DoD imagery. Archival quality makes that imagery more valuable because it is optimized to the broadest range of output devices. When standardized methods and archival quality are combined, the life of a scanned image is maximized, and the need for rescanning over its life cycle is minimized. Consistently implemented, an enormous saving in man-hours can be realized for the Department of Defense.

AP4. APPENDIX 4

DoD (ARCHIVAL) DIGITAL CAMERA IMAGE GUIDELINES

AP4.1.1. This document provides guidance on the standards to be used with digital formats. It is necessary to ensure that the most useful file size and type are sent to the DVIC for inclusion in the still media records collection. Adhering to these standards will protect the archival quality of permanent DoD VI records and ensures their widest possible dissemination.

AP4.1.2. Digital Camera Original Images. The purely digital image has had tremendous impact on the quality of archival imagery. As the technology improves, there will be a significantly increased use of digital cameras with both higher levels of resolution and greater in-camera storage capacity. While these images are not yet equal in quality to film, they are used extensively in capturing important images that are used at the Office of the Secretary of Defense level. According to reference (a), the official record elements for a digital camera image are the uncompressed high-resolution digital image and the embedded IPTC caption data. There must be procedures to capture the best quality images from the digital camera before the original file is destroyed. Consistently following these standards will give the best opportunity for maximum exploitation of the digital image.

AP4.1.3. The following standards shall be utilized when acquiring imagery for forwarding to the JCCC or CAP. Imagery retained for local use may be cropped, color corrected, or resized in accordance with the guidelines of reference (c).

AP4.1.3.1. Digital Camera Originals. Digital camera originals should preferably be sent to the CAP for the DoD archives as raw digital camera files, or TIFF files. These uncorrected file formats will ensure that the highest quality is preserved as the master original. If the digital image as originally recorded is saved as a JPEG file (and not as an uncompressed file), then it should be saved using the lowest possible compression algorithm (i.e., the highest quality level) and this saved JPEG file should then be sent to the CAP.

AP4.1.3.2. Downloading Images from a Digital Camera. Recent developments in the digital camera field permit the camera operator to store digital images as either uncompressed raw images, uncompressed TIFF files, or as compressed JPEG files at different levels of compression. This permits tradeoffs between the number of images that can be recorded in the field and the resolution of those images. Given the real world constraints under which camera operators often shoot in the field, it is understood

that saving images as uncompressed files is sometimes impractical. As a general principle, however, camera operators should try to save selected digital camera originals to a hard drive as raw or TIFF files with embedded IPTC caption information if the format provides for such caption information. If this proves impractical in the real world situation under which a shoot is conducted, images should be saved at the highest JPEG resolution and accumulated until enough files exist to write to a CD-ROM or other removable storage media such as a Zip disk. The media should then be forwarded to the CAP for further processing.

AP4.1.3.3. Resolution. Images shot on a high-quality professional camera will have a minimum 1,000 DPI and will result in approximately a 4.5-megabyte file. This is considered archival quality. In those cases where a lower quality digital image is all that is available of critical events, these images will be accessioned.

AP4.1.3.4. Cropping. Do not crop the image.

AP4.1.3.5. Corrections. Do not make corrections to Levels, Auto Levels, Curves, Color Balance, and Brightness/Contrast. Since monitors are calibrated very differently, what you see on the monitor is usually not what output devices will produce.

AP4.1.3.6. Orientation. Ensure image is correctly oriented.

AP4.1.3.7. Image Size. No change needs to be made to the image size of a digital camera original file.

AP4.1.3.8. File Size. Make no adjustments to the file size.

AP4.1.3.9. File Name. The file name of a digital image shall be the image's VIRIN, unless the software in use does not support the VIRIN's format. If system software does not support long file names, use the standard 8.3 file name convention. The first six characters are the date in VIRIN format with the last two characters of the VIRIN added (the sequence number). Make sure that the file extension reflects the file format that is used. Thus, a TIFF file would have the file extension .tif. An example of a digital still image file in 8.3 format would be 980430-N-8204E-005 becoming 98043005.tif.

AP4.1.3.10. Captioning. Chapter 2 of Attachment 4 to reference (b) should be followed when writing the caption. Do not use general captions for a series of images. Identify exactly what is in each image. Identify all the visible elements in the image. Include weapons, armament, units, people, and actions. This information becomes the searchable data for imagery. As a rule, mention only what is in the picture, and describe exactly what you see. Briefly describe the exercise or circumstances after the visible elements have been described.

AP4.1.3.11. Compression. Do not compress.

AP4.1.3.12. JPEG Files. Selected digital camera images ("highlight Photography") will need to also be "saved as" JPEG files for transmission to the JCCC according to standards set in this section.

AP4.1.4. Summary. These standards will provide a foundation for both preservation of, and easy access to, DoD imagery. Archival quality makes that imagery more valuable because it is optimized to the broadest range of output devices. When standardized methods and archival quality are combined, the life of an image is maximized. Consistently implemented, an enormous saving in man-hours can be realized for the Department of Defense.

AP5. APPENDIX 5IPTC HEADER FIELD GUIDETable AP5.T1. IPTC Header Field Guide

Field Name		Field Contents for DoD Images
IPTC Header Name	DoD Required Information	
1. Object Name	VIRIN	<p>Enter the VIRIN</p> <p>Format: YYMMDD-(Service Letter -These are the same as shown in the Service Shown field below) -SSN (last Four only) X(first letter of Photographer's last name)- NNN (sequence number of image for that day, starting with 001)</p> <p>For example: 960115-F-1207R-001</p>
2. Urgency	Not Used	Make no entry in this field
3. Category Code	Service Shown	Enter the code for the service Branch of the subjects in the Image. The codes are:
		Code Meaning
		A Army
		D DoD Civilian
		F Air Force
		G Coast Guard
		J Multi-Service (more than one Service shown in photo, such as Army troops boarding an Air Force Aircraft)
		K Foreign (troops or subject matter from one nation - not multi-national)
		L Multi-national (troops or subjects from more than one nation shown in photo)
		M Marine Corps
N Navy		
O Other (use this when there are only civilians or when there are no people or Military Service-related subjects at all in the picture)		

Table AP5.T1. IPTC Header Field Guide--Continued

Field Name		Field Contents for DoD Images
IPTC Header Name	DoD Required Information	
4. Supplemental Categories (NOTE: Some digital imagery software allows many entries in this area. Please limit your entries to these four).	Classification	Normally this shall be Unclassified, may be FOUO. The JCCC may handle up to Secret, however you shall make arrangements prior to transmitting classified files. Classified files are not handled in the same system.
	Classification Authority	The authority cited authorizing the classification of an image. Normally left blank.
	TDY Email/Phone #	The Email address of the photographer, or a phone number, at the TDY location. This is for JCCC use so they may contact the photographer/editor in case there are questions about the images. The number is expected to become invalid quickly.
	Photographer' Home Unit Email/Phone #	The Email address of the photographer, or a phone number, at the HOME UNIT location. This is for JCCC or CAP use so they may contact the photographer in case there is questions about the images.
5. Keywords	Keywords	Single word entries. Please leave this blank under normal circumstances. However, when images show Multi-Service subjects, please note the Services shown as individual keywords.
6. Special Instructions	Public Release Instructions	Enter the Name and Rank of the releasing authority for images approved for release by a field Public Affairs Officer.
7. Date Created	Date Shot	The date the image was taken. This date shall match the date in the VIRIN's date. The format is: YYYYMMDD.
8. Byline	PH Rank & Name	The photographer's Rank and Name (first and last names).
9. Byline Title	PH Home Unit	The photographer's Home Unit.
10. City	Base/Locale	The base or locale of the shoot.
11. Province-State	State/Province	The State or province of the shoot, use the two letter codes.
12. Country	Country/Area	The country or area of the shoot. Use the three-letter code. For ocean areas enter the area, (i.e., Indian Ocean Region (IOR)), for aerials use either the country code for the country being flown over, or the ocean area code for the ocean being flown over.
13. Headline	Operation/Exercise Name	The name of the operation or exercise. If not part of an operation or exercise leave blank.
14. Credit	PH TDY Unit	The unit the photographer was temporarily assigned to during the shoot (shall be on official orders). If not assigned then leave blank.

Table AP5.T1. IPTC Header Field Guide--Continued

Field Name		Field Contents for DoD Images
IPTC Header Name	DoD Required Information	
15. Source	Image Source	The media used to capture the image, either Digital or Film is entered here (do not enter the film type or format).
16. Caption	Caption	<p>Enter the caption information here according to the guidelines of Chapter 2, reference (b). Do not repeat information gathered elsewhere in this header. Ensure the names of recognizable individuals are listed (do not list hometowns). Identify recognizable equipment and weapons systems. Captions shall be no more than 100-150 words.</p> <p>When identifying two or less individuals their names shall be in the body of the caption. With three or more individuals list their names at the end of the caption.</p>
17. Caption Writer	Caption Writer	The name of the individual writing the caption. This applies if you edit the caption written by the photographer.
18. Original Transmission Reference No.	Command Shown	Enter the Major Command of the unit photographed. For example: Air Mobility Command or Atlantic Fleet or FORSCOM or EUCOM.