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INSTRUCTIONS FOR  
HANDLING  
VISUAL INFORMATION (VI)  
MATERIAL

APRIL 2005

ASSISTANT SECRETARY OF DEFENSE  
FOR  
PUBLIC AFFAIRS



PUBLIC AFFAIRS

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FOREWORD

This Manual is issued under the authority of DoD Instruction 5040.6, "Life Cycle Management of DoD Visual Information (VI)," April 10, 2001 (reference (a)). It contains instructions for identifying and handling specific types of visual information (VI), as well as for the acts and procedures necessary to select VI for permanent retention in a records center or archival agency. It also contains guidance for camera operators, the Component Accessioning Points (CAPs), and others who generate and handle VI during its life cycle.

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 organizations in the Department of Defense (hereafter referred to collectively as the "DoD Components").

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

Send recommended changes to this Manual to:

Office of the Assistant Secretary of Defense for Public Affairs  
Room 2E556  
4000 Defense Pentagon  
Washington, DC 20301-4000

This Manual is available online on the Washington Headquarters Services' website at <http://www.dtic.mil/whs/directives/corres/pub1.html>.

A handwritten signature in cursive script, appearing to read "Lawrence Di Rita".

Lawrence Di Rita  
Principal Deputy Assistant Secretary of Defense  
for Public Affairs

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REFERENCES

- (a) DoD Instruction 5040.6, "Life cycle Management of DoD Visual Information (VI)," April 10, 2001
- (b) DoD 5040.6-M-1, "Decision Logic Table Instructions for Recording and Handling Visual Information Material," October 21, 2002
- (c) DoD Directive 5230.9, "Clearance of DoD Information for Public Release," April 9, 1996
- (d) Assistant Secretary of Defense for Public Affairs Memorandum, "Life cycle Management of DoD Visual Information," Attachment 4, "DoD Imagery and Caption Style Guide," April 5, 2001
- (e) DoD 8910.1-M, "DoD Procedures for Management of Information Requirements," June 30, 1998
- (f) DoD Directive 5040.5, "Alteration of Official DoD Imagery," August 29, 1995

## DL1. 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. Archival Master. The best available version of a VI record in the custody and under the intellectual control of a VI records center. It is typically stored on durable media because of the records center's determination to preserve and protect it.

DL1.1.3. Caption. Short explanatory or descriptive data accompanying imagery. A caption should answer the who, what, when, where, how, how many, and why questions relative to the imagery.

DL1.1.4. Combat Camera (COMCAM) Imagery. Still and motion images of military operations, equipment, and people acquired by Combat Camera Forces, regardless of the medium in which the images are acquired, transmitted, or displayed.

DL1.1.5. Compilation. A type of DoD production that includes a selection of discrete items of imagery and/or audio, text, and graphics arranged according to a common theme or subject and organized as a single deliverable product. Compilations are usually viewed non-linearly. Examples are the DoD CD-ROM products, "Allied Force" and "War and Conflict."

DL1.1.6. 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.

DL1.1.7. Decision Logic Table Instructions for Recording and Handling VI Material (DLT). Guidelines for VI personnel and accessioners for acquiring and managing imagery.

DL1.1.8. Defense Visual Information Center (DVIC). The Department of Defense's central VI records center. It receives, stores, preserves, provides reference service on, and disposes of VI records. It also replicates and distributes VI end products.

DL1.1.9. Documentation Imagery. Imagery depicting actual events, activities, phenomena, places, or people recorded primarily to create a record of the subject matter.

DL1.1.10. DoD Joint Combat Camera Center (JCCC). The Department of Defense's central reception and distribution point for current Joint-interest still and motion operational imagery. The JCCC electronically processes and edits imagery acquired by DoD photographers, primarily operating in Joint and Service Combat Camera teams deployed to wartime, contingency and humanitarian operations, joint exercises, and other operations or events involving United States military forces. The JCCC distributes that imagery via the Internet and other electronic means to the Office of the Secretary of Defense, the Chairman of the Joint Chiefs of Staff, other DoD Components and Federal agencies, and to the general public.

DL1.1.11. Dub Master. A duplicate of the archival master used to create copies for customers. Dub masters are created to minimize handling of archival masters.

DL1.1.12. Duplication. The making of copies from an earlier generation of VI materials. It includes all copies beyond the original or master copy.

DL1.1.13. Graphic Art. In VI, hand-, mechanically-, or computer-drawn art works or pictorial representations that are created rather than recorded in a camera. Examples include charts, posters, photo illustrations, photo montages, computer-generated pictures, drawings, paintings, animation cels, statues, bas-reliefs, graphs, brochures, displays, icons, logos, and exhibits.

DL1.1.14. Imagery. A visual representation of a person, place, or thing recorded and stored in any format on a physical medium.

DL1.1.15. International Press Telecommunications Council (IPTC) Header. Caption data that is embedded into a digital still image as part of the image file, and conforms to the standard developed by the IPTC and the Newspaper Association of America.

DL1.1.16. 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 Combat Camera (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 Joints Chief of Staff, or more than one DoD Component, is also joint-interest imagery.

DL1.1.17. Machine-Readable Record. Any VI record requiring a computer or playback device and a television or monitor for a human being to see or perceive the record.

DL1.1.18. Media. Any films, videotapes, discs, or other physical objects that contain or are capable of containing visual information.

DL1.1.19. Motion Depository Accession Number (MDAN). An alphanumeric designator assigned by the Defense Visual Information Center to physical motion media records.

DL1.1.20. Production. In VI, a complete, linear or non-linear presentation, sequenced according to a plan or script, that is created from original or stock motion or still images, with or without sound, for the purpose of conveying information to, or communicating with, an individual or audience.

DL1.1.21. Production Approval Number (PAN). The DoD-standard identifying number for Local productions. It consists of the Defense Visual Information Activity Number (DVIAN) of the Supporting VI Activity, the last two digits of the fiscal year in which the production is requested, and a sequential number starting with 0001 at the beginning of that fiscal year.

Example of the fourth PAN created in fiscal year 2003 by the Supporting VI Activity whose DVIAN is D0204: D0204-03-0004.

DL1.1.22. Production Identification Number (PIN). The DoD-standard identifying number for “Other Than Local” productions. It is a six-digit number issued by a Component’s VI Management Office. Example of a PIN: 505117.

DL1.1.23. Production-Related Material. Camera original material shot for a VI production, whether it was completed or not.

DL1.1.24. Run Sheet. A list of “as shot” scenes or shot segments that contains the starting and ending footage lengths or time codes, and the who, what, when and where within the scenes or shot segments. Typically, a run sheet is generated by a camera operator immediately after completion of filming or video recording.

DL1.1.25. Still Digital Images. Electronically based images that are recorded (either as camera originals in a digital camera or as copies from an analog photographic or image medium) and stored as machine-readable digital files. They include digital still videos, digital images, digital scans of photographs, and digital frame grabs of motion video or television broadcasts

DL1.1.26. 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 three categories: Still Photographs, Still Digital Images, and Graphic Art.

DL1.1.27. Still Photographs. Chemically based images recorded in a camera as either photographic negatives or color transparencies.

DL1.1.28. Stock Imagery. Existing motion imagery that has not been creatively edited.

DL1.1.29. Visual Information (VI). Information in the form of visual or pictorial representations of person(s), place(s), or thing(s), either 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 organization charts, symbols, process flows, quantitative data, or logical relationships).

DL1.1.30. VI Material. Still and motion film, videotape, disk, or other media that contain visual information. This includes the original, intermediate, master, and any duplicate, print, reference, or dub copy.

DL1.1.31. VI Record. VI with a related caption and identifying number designated as record material in accordance with the requirements of Federal Law or Federal regulations. While a VI record resides on a physical medium (such as film, tape, drive or disk), the record is the informational content as distinct from the medium on which it resides.

DL1.1.32. Visual Information Record Identification Number (VIRIN). A DoD standard, alphanumeric designator assigned to a VI record other than a VI production. The life cycle number used for managing VI records.

DL1.1.33. Weapons System Imagery (WSI). Imagery depicting delivery, impact, and effects of ordnance. It is typically acquired by means other-than a hands-on camera operator. For imagery depicting delivery and impact, the camera platform is usually either the ordnance itself or the ordnance launch vehicle. For imagery depicting the effects of ordnance, such as Bomb Damage Assessment imagery, the camera platform is typically manned or unmanned reconnaissance aircraft. WSI does not include space-based imagery.

DL1.1.34. Window Dub. A duplicate of a motion VI record created with a time code window to facilitate management of the record. The window dub is an element of the archival set.

AL1. ABBREVIATIONS AND/OR ACRONYMS

AL1.1.1.	<u>ASD(PA)</u>	Assistant Secretary of Defense for Public Affairs
AL1.1.2.	<u>CAP</u>	Component Accessioning Point
AL1.1.3.	<u>COMCAM</u>	Combat Camera
AL1.1.4.	<u>DLT</u>	Decision Logic Table Instructions for Recording and Handling Visual Information Material
AL1.1.5.	<u>DOS</u>	Disk Operating System
AL1.1.6.	<u>DPI</u>	Dots Per Inch
AL1.1.7.	<u>DVIAN</u>	Defense Visual Information Activity Number
AL1.1.8.	<u>DVIC</u>	Defense Visual Information Center
AL1.1.9.	<u>IPTC</u>	International Press Telecommunications Council
AL1.1.10.	<u>JCCC</u>	DoD Joint Combat Camera Center
AL1.1.11.	<u>JPEG</u>	Joint Photographic Experts Group
AL1.1.12.	<u>MDAN</u>	Motion Depository Accession Number
AL1.1.13.	<u>OASD(PA)</u>	Office of the ASD(PA)
AL1.1.14.	<u>PAN</u>	Production Approval Number
AL1.1.15.	<u>PIN</u>	Production Identification Number
AL1.1.16.	<u>RDT&amp;E</u>	Research, Development, Test, and Evaluation
AL1.1.17.	<u>SSN</u>	Social Security Number
AL1.1.18.	<u>TDY</u>	Temporary Duty
AL1.1.19.	<u>TIFF</u>	Tagged Image File Format
AL1.1.20.	<u>VI</u>	Visual Information
AL1.1.21.	<u>VIRIN</u>	Visual Information Record Identification Number
AL1.1.22.	<u>WSI</u>	Weapons System Imagery
AL1.1.23.	<u>WWW</u>	World Wide Web

## C1. CHAPTER 1

### INTRODUCTION

#### C1.1. THE VI RECORDS LIFE CYCLE.

C1.1.1. This Manual is issued under the authority of reference (a). It provides instructions on handling media containing VI. These instructions cover the life cycle VI typically follows, beginning at its point of origin and ending with either transfer to the National Archives as a permanent historical record, or eventual destruction in accordance with applicable records schedules. For still and motion documentation imagery material, the life cycle begins with the camera operator who shoots the camera original video, photographs, or digital images in the field. For production, compilation, photo illustration, and computer-generated imagery, the life cycle begins with creation by the production or creating activity.

C1.1.2. Paper records usually stay at the physical and organizational site at which they are created. VI records, on the other hand, do not. They usually migrate from the organizational unit that originates them (i.e., the unit to which a camera operator, cinematographer, and/or videographer, or records creator belongs) through other organizations or commands that use and temporarily possess them, to a records center, where they are stored. Storing VI records in a VI records center makes them more accessible, provides maximum exposure, eases wide-scale distribution, and, by storage under optimal environmental conditions, ensures the physical preservation of the media on which the records are stored. VI records are later transferred to the National Archives, destroyed, or otherwise disposed of in accordance with DoD 5040.6-M-1 (reference (b)), and DoD Component VI Records Schedules, and in coordination with the originating DoD Component.

C1.1.3. This Manual does not contain instructions relating to the clearing of VI records for public release. For information on this matter, see DoD Directive 5230.9 (reference (c)).

#### C1.2. SUMMARY OF MANUAL CONTENT.

C1.2.1. Among the many individuals and organizational entities that handle VI records and VI materials are the following:

C1.2.1.1. Camera operators.

C1.2.1.2. WSI handlers.

C1.2.1.3. CAPs

C1.2.1.4. JCCC.

C1.2.1.5. Offices that release imagery to the news media.

C1.2.1.6. Organizations involved in creating VI productions, VI compilations, artistic works, or graphic arts materials

C1.2.1.7. DVIC.

C1.2.1. Each chapter addresses one or more of the organizational entities that originate or handle VI materials during a life cycle that begins at the point of origin and ends with either transfer to the National Archives and status as a permanent historical record of the United States, or disposition in accordance with applicable records schedules.

C1.2.2. Each chapter briefly describes what VI material the entity creates or handles, gives instructions on what to do with the material, and describes in table form for each class of VI material what handling instructions are to be followed for that material.

C1.2.3. The following is an example of an instruction directed to an organizational entity, in this case the CAP.

C1.2.3.1. Forward to the DVIC the following motion media material: the camera original VI records or the VI masters created by a CAP, a copy of any edited clips or compilations created by a CAP, and any related caption material according to the instructions in table C4.T1.

C1.2.4. The following is an example of a set of handling instructions.

***Table C4.T1. Instructions for the CAPs***

<i>Instructions Apply to:</i>	<i>Handling Instructions</i>
C4.T1.1. Camera original videotape	Send any videotapes or film reels selected for accessioning to the DVIC. VI material that is not selected should be either returned to the originator or disposed of in accordance with applicable DoD Component instructions. If video selected for accessioning is copied from the camera original videotapes to an archival master, send the archival master to the DVIC rather than the camera original videotape(s). If an archival master is sent to the DVIC instead of the camera original, dispose of the original in accordance with applicable DoD Component instructions.
C4.T1.2. Camera original motion documentary film	
C4.T1.3. Camera original motion film or video shot as part of an uncompleted production	

## C2. CHAPTER 2

### INSTRUCTIONS APPLICABLE TO CAMERA OPERATORS

#### C2.1. CAMERA OPERATOR PROCEDURES.

C2.1.1. VI imagery (both motion and still) is recorded in the field by camera operators who also usually write related captions.

C2.1.2. Camera operators shall:

C2.1.2.1. Assign a VIRIN to the specific VI record. (See Appendix 1 for the format of the VIRIN.) If the VI record is a digital image, follow the file naming instructions in section AP1.1.5.

C2.1.2.2. For still imagery, write a caption. For examples, see section AP7.1. Captions should identify:

C2.1.2.2.1. The action.

C2.1.2.2.2. Who and what are in the scene or image (including noun nomenclature of all equipment and without slang or generic terms unique to a particular Service).

C2.1.2.2.3. When and where the scene or image was recorded.

C2.1.2.2.4. The overall operation or event.

C2.1.2.3. For graphics or imagery of decals, seals, nose artwork, logos, or similar items, write a caption. For an example, see section AP7.2. Captions should identify:

C2.1.2.3.1. What is in the image (including the identity and meaning of any symbolic representations).

C2.1.2.3.2. When and where the image was recorded.

C2.1.2.3.3. The unit, ship, facility, and/or location with which the depicted entity is affiliated.

C2.1.2.4. For motion imagery, prepare a scene description and run sheet. For an example, see figures AP8.F1. and AP8.F2. Scene descriptions and/or run sheets should identify:

C2.1.2.4.1. Who and what are in the scene (including noun nomenclature for all equipment and without slang or generic terms unique to a particular Service).

C2.1.2.4.2. The activities and actions that the subjects are performing.

C2.1.2.4.3. When and where the scene was recorded.

C2.1.2.4.4. The overall operation or event.

C2.1.2.5. For digital still images either recorded with a camera or created by scanning an original photograph, embed caption data into the appropriate IPTC fields (as listed in Appendix 5) following the procedures described in Appendix 3 for scanned images and the procedures described in Appendix 4 for camera original digital images. For captions, follow the instructions in Attachment 4 of the Assistant Secretary of Defense for Public Affairs (ASD(PA)) Memorandum (reference (d)).

## C2.2. VI MEDIA RELATED PROCEDURES

C2.2.1. Material listed in table C2.T1., below, shall be handled in accordance with the stated handling instructions.

Table C2.T1. Instructions for Camera Operators: Joint Environment

Instructions Apply to:	Handling Instructions
C2.T1.1. Camera original videotape	Send to the JCCC as soon as reasonably possible. If digitized clips are made from the original tape, send the clips to the JCCC and the original videotape to the CAP.
C2.T1.2. Camera original still film negatives and transparencies	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 Appendix 5. Send camera original negatives or color transparencies to the CAP. 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.
C2.T1. 3. Digital original still images (recorded in the camera)	Save selected images according to the instructions in 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. Send all media containing high resolution or Tagged Information File Format (TIFF) images to the CAP when no longer needed.
C2.T1.4. 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 the CAP(s) along with the related VI material.

<sup>1</sup>Digital original still images shall be forwarded to the JCCC when Service or DoD Agency policies or regulations direct that such images be sent to the JCCC; when the subject(s) constitute potential evidence of war crimes or U.S. Government liability for death, personal injury, or property damage; or when the authenticity of DoD-originated images has been or is being questioned.

C2.2.2. For imagery recorded outside the joint environment (i.e., recorded at the Service Major Commands, the DoD Agencies, local bases and installations, on ships, or by camera operators not assigned to a joint COMCAM team), camera operators or their local command shall follow the instructions in table C2.T2., below.

Table C2.T2. Instructions for Camera Operators: Outside Joint Environment

Instructions Apply to:	Handling Instructions
C2.T2.1. Camera original videotapes C2.T2.2. Camera original motion film	Send to the CAP as soon as reasonably possible except for those tapes and/or reels with VI subject matter that is listed as only of local interest in reference (b). If the media contains joint-interest imagery, send relevant clips to the JCCC as soon as reasonably possible.
C2.T2.3. 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 Appendix 5. Forward digital copies to the CAP immediately for possible accessioning. If the film contains joint-interest imagery, send digital images to the JCCC as well. Send all camera original negatives or color transparencies to the CAP unless applicable Service or DoD Agency instructions direct that they be sent to the DVIC instead of to the CAP.
C2.T2.4. Digital original still images (recorded in the camera)	Save selected images according to the instructions in Appendix 4. Embed caption data into IPTC headers according to Appendix 5. Transmit compressed or JPEG files of selected images to CAP as soon as possible. If the images contain joint-interest imagery, send JPEG files to the JCCC as well. Send all media containing high resolution or TIFF images to the CAP when no longer needed.
C2.T2.5. 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.

### C3. CHAPTER 3

#### INSTRUCTIONS APPLICABLE TO WSI

##### C3.1. PROCEDURES FOR WSI HANDLERS

C3.1.1. WSI is imagery that shows delivery and impact of ordnance. The imagery may originate in a camera in the ordnance (with recording of the imagery taking place on a nearby ship, aircraft, or weapons launching platform) or in a camera on the weapons launching platform that tracks the ordnance to its target. Unlike imagery recorded by camera operators, WSI is recorded as part of the act of delivering ordnance to a target, and its generation involves several individuals, including the mission planners who select the targets; the commander and crew of the weapons launching platform who launch the ordnance; and the intelligence and/or video people who retrieve the recorded video and create edited clips. WSI covers air-to-surface, surface-to-surface, and surface-to-air ordnance, and air-to-air engagements.

C3.1.2. Those handling or editing joint-interest WSI shall:

C3.1.2.1. Assign a VIRIN to each camera original recording from which a specific WSI clip(s) is made. For the format of the record, see Appendix 1.

C3.1.2.2. Write a caption for each video clip that identifies:

C3.1.2.2.1. Mission date.

C3.1.2.2.2. Mission number.

C3.1.2.2.3. Unit.

C3.1.2.2.4. Aircraft or weapons launching platform type.

C3.1.2.2.5. Target name.

C3.1.2.2.6. Target coordinates.

C3.1.2.2.7. Desired mean point of impact.

C3.1.2.2.8. Time over target.

C3.1.2.2.9. Munitions type and number.

C3.1.2.2.10. Any clip designators other than VIRIN.

C3.1.2.2.11. VIRIN of the imagery from which the clip was made.

C3.1.2.3. Preserve original recording WSI that contains imagery of:

C3.1.2.3.1. Collateral damage to such sensitive sites and structures as churches, mosques, hospitals, museums, art galleries, zoos, archival facilities, foreign embassies, apartment buildings, monuments, schools, universities, etc.

C3.1.2.3.2. Unintended targets

C3.1.2.3.3. Targeted sites, specifically those that are a matter of public dispute and news media interest.

**C3.2. WSI MEDIA PROCEDURES.**

C3.2.1. WSI material listed in table C3.T1., below, shall be forwarded to the JCCC or the CAP in accordance with the stated handling instructions.

**Table C3.T1. Instructions for Handlers of WSI**

Instructions Apply to:	Handling Instructions
C3.T1.1. Joint-Interest WSI	Transmit WSI clips to the JCCC as soon as possible. Also transmit to the JCCC masked or 'sanitized' versions of WSI clips or compilations that include WSI clips as soon as possible. Send any camera originals with imagery described in subparagraphs C3.1.2.3.1. through C3.1.2.3.3. to the JCCC as soon as possible. The JCCC will forward any WSI clips, WSI original videotapes, or WSI-related compilations it receives to the appropriate CAP and note it as imagery to be selected for accessioning.
C3.T1.2. Material other than joint-interest WSI	Send WSI clips to the CAP as soon as reasonably possible, except for WSI recorded in a context that according to reference (b) is only of local interest.

## C4. CHAPTER 4

### INSTRUCTIONS APPLICABLE TO THE CAPs

#### C4.1. PROCEDURES FOR CAPs.

C4.1.1. CAPs review VI material coming in from the field and select which incoming VI records should be accessioned.

C4.1.2. CAPs shall:

C4.1.2.1. Refer to reference (b) for subject matter guidance on selecting imagery to be accessioned. (See Appendix 2 of this Manual for information on what VI materials should be selected.)

C4.1.2.2. Select for accessioning the following categories of VI records:

C4.1.2.2.1. Those designated and identified by the JCCC as falling into any of the following categories:

C4.1.2.2.1.1. Imagery briefing packages provided by the JCCC to the Chairman of the Joint Chiefs of Staff or the ASD(PA).

C4.1.2.2.1.2. Images downloaded by large numbers of users.

C4.1.2.2.1.3. Images known by the JCCC to have been used in making key decisions, or in briefings presented to or by the Secretary of Defense or the Chairman of the Joint Chiefs of Staff.

C4.1.2.2.1.4. Images made available by the ASD(PA) to the news media.

C4.1.2.2.1.5. Edited video clips created from video media received by the JCCC.

C4.1.2.2.1.6. WSI transmitted from field areas of operations to the JCCC and recorded by the JCCC.

C4.1.2.2.1.7. Video clips made available by the ASD(PA) to news media representatives.

C4.1.2.2.2. VI records received by the CAP that consist of Service-unique imagery made available to the news media.

C4.1.2.3. Check that the captions are accurate, sufficiently descriptive, and matched with corresponding imagery in accordance with Appendices 3 and 5, and reference (d).

C4.1.2.4. Scan photographic slides and/or negatives selected for accessioning to create a digital image and embed caption data in accordance with Appendices 3 and 5. Transfer digital images and the related slides and/or negatives to the DVIC.

## C4.2. VI MEDIA PROCEDURES

C4.2.1. Forward to the DVIC the following motion media material: the camera original VI records or the VI masters created by a CAP, a copy of any edited clips or compilations created by a CAP, and any related caption material according to the instructions in table C4.T1., below.

Table C4.T1. Instructions for the CAPs

Instructions Apply to:	Handling Instructions
C4.T1.1. Camera original videotape C4.T1.2. Camera original motion documentary film C4.T1.3. Camera original motion film or video shot as part of an uncompleted production	Send any videotapes or film reels selected for accessioning to the DVIC. VI material that is not selected should be either returned to the originator or disposed of in accordance with applicable DoD Component instructions. If video selected for accessioning is copied from the camera original videotapes to an archival master, send the archival master to the DVIC rather than the camera original videotape(s). If an archival master is sent to the DVIC instead of the camera original, dispose of the original in accordance with applicable DoD Component instructions.
C4.T1.4. Off-air or off-satellite transmission recordings of documentation video relating to DoD activities or military operations for which a camera original videotape exists	Dispose of when the VI on the camera original videotape has either been selected or rejected for accessioning according to reference (b).
C4.T1.5. JPEG or other compressed digital images with embedded caption received from the field instead of the camera original still film or high resolution digital images	Forward still images selected for accessioning to the DVIC. Images not selected should be deleted. Request that the high-resolution images or camera original still film be forwarded to the DVIC.
C4.T1.6. Camera original still images and transparencies not previously accessioned as JPEG or other compressed images	Forward still negatives and transparencies selected for accessioning along with a digitized copy of the original slide or negative to the DVIC. Items not selected should be returned to the originator or disposed of in accordance with Service instructions.
C4.T1.7. Camera original still film negatives and transparencies previously accessioned as JPEG or other compressed images	Forward to the DVIC along with appropriate VIRIN.
C4.T1.8. Digital original still images (recorded in the camera) received from the field and not previously accessioned as JPEG or other compressed images	Forward images selected for accessioning to the DVIC along with related captions. Digital images recorded originally in the camera but not selected should be deleted.
C4.T1.9. Digital original still images (recorded in the camera) received from the field and previously accessioned as JPEGs or other compressed images	Forward to the DVIC along with appropriate VIRIN.
C4.T1.10. Caption data records in either paper or machine-readable form for media other than digital still images with embedded IPTC captions	For captions relating to material selected for accessioning: Send to the DVIC along with the related VI material. For captions relating to material not selected for accessioning: Dispose of in the same manner as the VI records to which they relate.

## C5. CHAPTER 5

### INSTRUCTIONS RELATING TO THE DoD JCCC

#### C5.1. PROCEDURES FOR THE JCCC.

C5.1.1. The JCCC receives VI record material recorded by COMCAM operators in the joint environment and other joint-interest imagery recorded outside the joint environment. The JCCC uploads digital images to the Defense Imagery Server for distribution through the Internet; dubs incoming video to create record master clips; and scans selected analog imagery to create digital image copies for upload to the Defense Imagery Server. The JCCC forwards record master clips that it creates to the DVIC for accessioning. The JCCC also forwards a copy of imagery it receives to both the CAPs and the DVIC.

C5.1.2. As part of the process of making current joint-interest operational imagery available and useful to DoD users and the public, the JCCC shall:

C5.1.2.1. Ensure captions and run sheets are as accurate, complete, and fully descriptive as possible, to include, if necessary, trying to get missing caption data to clarify existing caption data.

C5.1.2.2. Correct misspellings, punctuation, capitalization, and grammar.

C5.1.2.3. Ensure captions follow the format and style guidelines in reference (d).

C5.1.2.4. Forward a copy of edited video clips with corresponding related camera original imagery and all related caption data to the appropriate CAP(s) to ease accessioning of the original imagery. Also forward the master and a copy of the video clip captions to the DVIC.

C5.1.2.5. Load JPEG digital still images onto the Defense Imagery Server.

C5.1.2.6. Inform and provide copies to the appropriate CAP of any VI records that fall within the following categories:

C5.1.2.6.1. Imagery briefing packages provided by the JCCC to the Chairman of the Joint Chiefs of Staff or the ASD(PA).

C5.1.2.6.2. Images downloaded by large numbers of users.

C5.1.2.6.3. Images known by the JCCC to have been used in making key decisions or in briefings by or to the Secretary of Defense or the Chairman of the Joint Chiefs of Staff.

C5.1.2.6.4. Images made available by the ASD(PA) to the news media.

C5.1.2.6.5. Edited video clips created from video media received by the JCCC.

C5.1.2.6.6. WSI transmitted from field areas of operations to the JCCC and recorded by the JCCC.

C5.1.2.6.7. Video clips that have been made available to news media representatives.

## C5.2. VI MEDIA PROCEDURES

C5.2.1. Handle VI material according to the instructions in table C5.T1., below.

Table C5.T1. Instructions for the JCCC

Instructions Apply to:	Handling Instructions
C5.T1.1. Video masters edited from camera original videotapes at the JCCC	Transfer the original copy of the edited video master to the DVIC as soon as possible. Provide a related synopsis that includes a listing of all composite VIRINs. Destroy the JCCC copy when no longer needed at the JCCC. Provide a copy of the edited video master along with the camera original videotapes from which the edited master is created to the appropriate CAP.
C5.T1.2. Camera original videotapes received from camera operators in the field	Send to the appropriate CAP after an edited video master is created. See C5.T1.1.
C5.T1.3. Off-air or off-satellite transmission recordings of documentation video relating to DoD activities or military operations for which a camera original videotape exists	Destroy when the VI on the camera original videotape has either been copied to a video master, accessioned by the DVIC, or rejected for accessioning by the CAP according to reference (b).
C5.T1.4. Recordings of documentation video relating to DoD activities or military operations for which a camera original videotape does not exist	Treat the JCCC recording as the video master. Provide a related synopsis that includes a listing of composite VIRINs. Provide a copy of the edited master to the appropriate CAP. Destroy when the VI on the master has either been accessioned by the DVIC or rejected for accessioning by the CAP.
C5.T1.5. WSI	Forward to the appropriate CAP and note it as imagery to be selected for accessioning.
C5.T1.6. Camera original still film images (usually from unprocessed film received and processed at the JCCC)	Scan film images to produce a JPEG or other compressed copy of the image in accordance with Appendices 3 and 5. Send the camera original film images to the appropriate CAP. Load the JPEG or other compressed image onto the DoD Imagery Server. See the instructions below for JPEG or other compressed digital images with embedded captions received by the JCCC from the field.
C5.T1.7. JPEG or other compressed digital images with embedded captions received by the JCCC from the field  C5.T1.8. JPEG or other compressed digital image copies with embedded captions made by the JCCC from camera original still film images sent in from the field	Inform the CAP of all still images in the following categories: 1. Images provided by the JCCC to the Joint Staff. 2. Images that have been downloaded by large numbers of users. 3. Images that have been downloaded by users involved in making key decisions, such as the Office of the Secretary of Defense and the Office of the Chairman of the Joint Chiefs of Staff. 4. Images made available by the ASD(PA) to the news media. Delete individual images in the JCCC database when those same images are available from the DVIC database.

<p>C5.T1.9. Caption data records in either paper or machine-readable form for media other than digital still images with embedded IPTC captions</p>	<p>For caption data received or recorded off-satellite by the JCCC:</p> <p>Send the original caption data (and copies of any captions created at the JCCC) to the CAP along with the related VI record material. Maintain caption data as long as the related imagery is kept. Delete caption data records once the related VI records leave the JCCC.</p> <p>For captions created by the JCCC to describe edited COMCAM extracts or compilation media created within the JCCC:</p> <p>Dispose of after entry into an automated system at the DVIC is validated and the related compilation media or the JCCC masters are available to the DVIC.</p>
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C6. CHAPTER 6

INSTRUCTIONS APPLICABLE TO OFFICES THAT RELEASE  
IMAGERY TO THE NEWS MEDIA

C6.1. ASD(PA) PROCEDURES

C6.1.1. The ASD(PA) shall:

C6.1.1.1. Inform the JCCC of imagery provided to news media representatives. In turn, the JCCC, in accordance with subparagraphs C5.1.2.6.4. and C5.1.2.6.7., will inform the appropriate CAP(s) of imagery that has been provided to the news media and provide copies to the CAP(s).

C6.1.1.2. Provide to the JCCC imagery obtained from sources outside of the JCCC. The JCCC will provide copies of such imagery to the appropriate CAP(s).

C6.2. DoD COMPONENT PROCEDURES.

C6.2.1. The DoD Components shall inform the appropriate CAP of imagery released to news media representatives and make copies of such imagery available to the CAP.

## C7. CHAPTER 7

### INSTRUCTIONS APPLICABLE TO ORGANIZATIONS GENERATING PRODUCTION-RELATED MATERIAL, DIGITAL VI COMPILATIONS, OR ARTISTIC WORKS

#### C7.1. ORGANIZATION PROCEDURES

C7.1.1. There are many organizations within the Department of Defense involved in shooting film or video for productions; creating VI media compilations of still images, video clips, sound, graphics, or a combination thereof; or creating pictorial or graphic representations on a computer, as opposed to recording them in a camera.

C7.1.2. Organizations creating these items shall:

C7.1.2.1. Assign either a VIRIN, a PIN, or a PAN to the media. If the media is a digital work of graphic art, follow the file naming instructions in paragraph AP1.1.5.

C7.1.2.1.1. If the media simply contains a collection of unrelated still images, video clips, graphics, and/or pictorial items, each with its own separate VIRIN and not united by any common theme or narration, do not assign a separate VIRIN, PAN, or PIN to the media as a whole.

C7.1.2.1.2. If the media is a compilation of still images, video clips, graphics, and/or pictorial items, each with its own separate VIRIN, but is united by a common theme or narration (so that the compilation as a whole has a value added above and beyond the total of its constituent elements), assign a VIRIN. If distributing the compilation as a VI product is planned, then the creator shall complete a DD Form 1995, "Visual Information (VI) Production Request and Report," and request the assignment of a PIN. The DD Form 1995 has been assigned Report Control Symbol DD-OPA(AR)1381 in accordance with DoD 8910.1-M (reference (e)).

C7.1.2.2. Write a caption that identifies any VI material. If the VI material is a compilation product that contains items that have their own individual VIRINs, list in the caption all individual VIRINs nested within. If a compilation product is assigned a PIN, enter the PIN into the PIN field of the DD Form 1995 and enter caption data (and the list of any nested VIRINs) into the Synopsis field of the same form.

#### C7.2. MEDIA-RELATED PROCEDURES.

C7.2.1. Organizations creating the VI material listed in Table C7.T1 shall follow the handling instructions contained therein.

**Table C7.T1. Instructions on Production-Related Materials,  
VI Compilations, Artistic Works, and Graphic Art**

Instructions Apply to:	Handling Instructions
C7.T1.1. Production-related material	If the material meets DLT criteria for accessioning: Forward along with any available documentation to DVIC. If the material does not meet DLT criteria for accessioning: Dispose of either when the production is transferred to the Joint Visual Information Services Distribution Activity for distribution; when the production activity completes distribution; or if the production is canceled.
C7.T1.2. Production folders relating to canceled productions	Send to the DVIC when the production is canceled along with any related VI production material.
C7.T1.3. CD-ROMs and other disk media containing compilations of imagery, still images, captions, sound, and/or graphics created for distribution	Transfer master of the CD-ROM (and the edited premaster media) to the DVIC when distribution is completed. Dispose of other copies when no longer needed.
C7.T1.4. Records on the usage, distribution, and availability of specific DoD imagery that is distributed on CD-ROM or other distribution media, or posted to online remote access or World Wide Web (WWW) sites	Keep any statistical data on usage and distribution, including any available anecdotal data on usage by flag-rank officers, high-level officials, foreign governments, news media, and media celebrities . Transfer such records to DVIC when the related VI imagery is transferred to DVIC, the CD-ROM distribution is completed, or the imagery is deleted from the Defense Imagery Server.
C7.T1.5. Graphic art works that are hand or mechanically drawn or assembled, and photographic or digital image copies thereof	See Appendix 6.
C7.T1.6. Graphic art works that are created on a computer, including digitally altered or annotated images	See Appendix 6.

## C8. CHAPTER 8

### INSTRUCTIONS RELATING TO THE DVIC

#### C8.1. PROCEDURES FOR THE DVIC.

C8.1.1. The DVIC is the Department of Defense's central VI records center. It receives, stores, preserves, provides reference service on, and disposes of VI records. It also replicates and distributes VI end products. The DVIC validates the related caption data, creates an archival master set, and stores VI record material and/or places it (or a copy) online. This VI record material is later offered to the National Archives and either transferred there (if accepted) or disposed of in accordance with the applicable records schedule (if not accepted).

C8.1.2. Specifically, the DVIC shall:

C8.1.2.1. Ensure the captions and corresponding motion and still imagery are accurate, sufficiently descriptive, and properly matched.

C8.1.2.2. Create (if not already created by the CAP) an archival master set (as defined in the table C8.T1.). If an archival master contains VI from two or more camera-original VIRIN tapes, cross reference the original VIRINs on the camera originals to the VIRIN and MDAN of the archival master.

C8.1.2.3. Eliminate, or cross-reference as appropriate, duplicate copies of the same VI record selected by different CAPs or by the JCCC and one or more CAPs. If the same VI record was selected more than once for accessioning, the caption should be annotated to include that fact.

C8.1.2.4. Serve as the CAP to select imagery for accessioning when:

C8.1.2.4.1. The imagery comes from a DoD Component or source that has no designated CAP.

C8.1.2.4.2. The imagery comes from a DoD Component or source for which the DVIC has been designated the CAP.

C8.1.2.5. Write appropriate tape and/or scene and photo and/or image descriptions. Archival sets showing historically significant events, operations, and personalities for which there is significant media and public demand should have detailed scene and image descriptions.

C8.1.2.6. Store VI records until such time as they are transferred to the National Archives, or otherwise disposed of, in accordance with applicable records schedules. Coordinate record offers, transfers, and dispositions with the originating DoD Component. Such coordination shall include advance notice to the DoD Component within a time frame mutually

agreeable to both the DoD Component and the DVIC. Coordination shall also include mutually agreeable procedures on handling any transfer- or disposition-related issues that might arise.

C8.1.2.7. Create compilations of accessioned VI material received over a period of time that relate to a specific event or subject of major historical, media, or DoD interest. Accession those compilations, as well as similar type compilations created by DoD entities other than the DVIC.

## C8.2. VI MEDIA PROCEDURES

C8.2.1. The DVIC shall handle VI material in accordance with the instructions in table C8.T1., below.

Table C8.T1. Instructions for the DVIC

Instructions Apply to:	Handling Instructions
C8.T1.1. Motion camera original video selected for accessioning	Copy camera original videotape data onto a master archival set consisting of an archival master, a dub master, and a window dub. Archival set data should consist of related material that is segregated by the camera originals' date and place of origin, the subject matter, and/or the operation or event being recorded. Store archival set. Dispose of the camera originals from which the master set was created in accordance with the instructions issued by the appropriate CAP.
C8.T1.2. Edited video masters created by the JCCC C8.T1.3. Edited video masters created by the CAP	Create a dub master and a window dub copy (if not already created). If the edited video master consists of several camera-original VIRIN tapes, cross reference the original VIRINs on the camera originals to the MDAN of the video master. Any video masters created by the JCCC or the CAP should be designated with a separate VIRIN that shows its source of origin.
C8.T1.4. Motion documentation film selected for accessioning	Create a video dub master and a video reference copy (if not already created). Store film and video copies until either transfer to the National Archives or final disposition.
C8.T1.5. Digital images selected for accessioning	Review each digital image to ensure that the image is properly scanned and captioned. Copy any uncompressed high-resolution images onto a CD-ROM for storage. Make a high-resolution JPEG copy (with an embedded caption, thumbnail, and screen resolution image) for online electronic storage if a JPEG copy has not already been accessioned.
C8.T1.6. Camera original still film images selected for accessioning	Review each image to see that it is properly captioned. If a JPEG copy of the image does not already exist at the DVIC, scan the image to produce a high-resolution JPEG (with an embedded caption, thumbnail, and screen resolution image) for online electronic storage, search, retrieval, and distribution. Store the original image until transfer to the National Archives.
C8.T1.7. Research, Development, Test, and Evaluation (RDT&E) material sent by RDT&E sites to the DVIC for storage	Accession all material submitted as is, capturing intellectual data from accompanying records. Only make an archival set of requested material if a customer requests it. Dispose of in accordance with the applicable records schedule.

C8.T1.8. Camera original film, video, negatives, slides, and digital images not selected for accessioning by a DoD Component CAP or by the DVIC acting as a CAP (exclusive of RDT&E material listed in C8.T1.7.)	Either return to the originator or dispose of according to the originator's instructions.
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AP1. APPENDIX 1

FORMAT OF THE VIRIN

AP1.1.1. VI Identification Numbers. DoD imagery, other than VI productions, shall be assigned a VIRIN.

AP1.1.2. VIRIN

AP1.1.2.1. Once created and unless discarded, each non-production unit of media that satisfies the definition of DoD imagery shall be assigned a VIRIN. For example, unless discarded, each original 35mm transparency or digital image created by persons acting for DoD activities, functions, or missions shall be assigned a VIRIN.

AP1.1.2.2. The VIRIN shall consist of 15 data elements, in four fields, separated by three hyphens, for a total of 18 characters, organized in the alpha (A) numeric (N) format NNNNNN-A-NNNNA-NNN.

AP1.1.2.2.1. Field 1 (NNNNNN): The year (Y), month (M), and day (D) of acquisition or origination, arranged as YYMMDD. Example: March 23, 1998 = 980323.

AP1.1.2.2.2. Field 2 (A): The Service affiliation or status of the acquirer or originator. Service affiliation or status shall be abbreviated as follows:

AP1.1.2.2.2.1. A. A uniformed member, civilian employee, or contract employee of the Army.

AP1.1.2.2.2.2. N. A uniformed member, civilian employee, or contract employee of the Navy.

AP1.1.2.2.2.3. E. A uniformed member, civilian employee, or contract employee of the Air Force.

AP1.1.2.2.2.4. M. A uniformed member, civilian employee, or contract employee of the Marine Corps.

AP1.1.2.2.2.5. G. A uniformed member, civilian employee, or contract employee of the Coast Guard.

AP1.1.2.2.2.6. D. A civilian or contract employee of the Department of Defense not falling into one of the categories in subparagraphs AP1.1.2.2.2.1. through AP1.1.2.2.2.5., above.

AP1.1.2.2.2.7. O. A person not falling into one of the categories in subparagraphs AP1.1.2.2.2.1. through AP1.2.2.2.6., above.

AP1.1.2.2.3. Field 3 (NNNNA): In the case of all categories in subparagraph AP1.1.2.2.2., above, except O, the last four numbers of the acquirer's or originator's Social Security Number (SSN), followed by the first letter of his or her last name. Example: Army Sergeant John Doe, SSN 123-45-6789 = 6789D. In the case of category O above, such as a member of a foreign military, or a civilian not affiliated with the Department of Defense, use the last four numbers of any foreign equivalent of a SSN or 9999 as the personal identification number (if no equivalent exists) followed by the first letter of the acquirer's or originator's last name. Example: Bill Reader, a foreign civilian = 9999R.

AP1.1.2.2.4. Field 4 (NNN): The approximate order in which each unit of media was acquired or originated by the person identified in Fields 3 and 4 on the day identified in Field 1, starting with 001 and continuing consecutively as necessary up to 999. Field 4 of the VIRIN shall be created regardless of media of acquisition or origination, so that no two units of media are assigned identical VIRINs. Example: Sergeant Doe acquires three still images, then records four video sequences, and then creates a poster containing a montage of still images, all on the same day, in that order. The VIRINs assigned to the still images should end in 001, 002, and 003. Those assigned to the motion sequences should end in 004, 005, 006, and 007. The VIRIN assigned to the poster should end in 008.

AP1.1.2.3. Full example of a VIRIN: The fourth unit of media created and not discarded by Army Sergeant John Doe, SSN 123-45-6789 on March 23, 1998, should be assigned the VIRIN 980323-A-6789D-004.

AP1.1.2.4. Fields 2 and 3 of the VIRIN for a unit of media created by more than one individual shall reflect the individual who was the lead creator or head of the team responsible for creating the item.

AP1.1.2.5. Copies shall bear the VIRIN of the original, even if, during the copying process, conversions between analog and digital, or changes in medium, format, compression, or size occur.

AP1.1.3. Imagery or other units of media that are derived from existing, VIRIN-bearing materials, and which substantially preserve the appearance and content of the originals from which they are derived shall be identified with the VIRINs of the originals. Example: Two uniquely-VIRINed video sequences are edited together in the order, first scene of the first to last scene of the first, first scene of second to last scene of the second. The end product shall not be assigned its own, unique VIRIN, and shall instead be labeled with the VIRINs of the two component video sequences.

AP1.1.4. Imagery or other units of media that are derived from existing, VIRIN-bearing materials, but which differ substantially in appearance relative to the originals from which they are derived, shall, once created and unless discarded, be assigned a unique VIRIN. Example: Two uniquely-VIRINed video sequences are edited together so that scenes from one alternate several times with scenes from the other. Unless discarded, the end product shall be assigned its own, unique VIRIN.

AP1.1.5. The file name applied to a digital image should be the image's VIRIN, unless the software in use does not support the VIRIN's format.

AP1.1.6. If the software in use does not support the VIRIN's format, the file name applied to a digital image should be constructed using the standard Disk Operating System (DOS) 8.3 file naming convention, i.e., an eight-character file name followed by a three-character extension. Field 1 of the VIRIN shall be used in its entirety. Fields 2 and 3 and the first character of Field 4 of the VIRIN shall be omitted. The file extension shall reflect the format that is used. Thus, a JPEG file should have the file extension .jpg while a TIFF file should have the file extension .tif. Example: VIRIN 980323-A-6789D-004 = DOS 8.3 file name 98032304.jpg.

AP1.1.7. The "Image Number" field of any embedded IPTC caption shall reflect the image's VIRIN.

AP1.1.8. During acquisition of motion imagery:

AP1.1.8.1. A unique VIRIN shall be created and applied to motion imagery no less often than the beginning of each change in day, camera operator, or subject matter.

AP1.1.8.2. A slate that includes a VIRIN shall be recorded immediately before the subject matter, when possible, and another shall be recorded immediately before any change in subject matter, videographer, or day on the same videotape.

AP1.1.9. For imagery where the final four digits of the SSN of the photographer are unknown, use the following procedures:

AP1.1.9.1. If the last four SSN digits are unknown and the photographer's last name is known, assign an artificial Field 3 number of "0000" plus the first letter of the last name. Example: Norm Hatch = 0000H.

AP1.1.9.2. If the last four SSN digits are unknown and the photographer's last name is not known, assign an artificial Field 3 data element of "0000X." Example: Photographer Unknown = 0000X.

AP2. APPENDIX 2  
FORMATS FOR ACCESSIONING AND PRESERVATION

AP2.1.1. All VI materials are either “record” or “non-record.”

AP2.1.2. VI materials that fit the descriptions in subparagraphs AP2.1.2.1. and AP2.1.2.2., below, are non-record. They are inherently ineligible for accessioning and preservation as VI records, and may be disposed of when no longer needed.

AP2.1.2.1. VI materials that both duplicate materials already accessioned and are inferior to those materials already accessioned, in terms of, for example, quality, fidelity to the camera original, or long-term preservation characteristics.

AP2.1.2.2. Extra motion film prints, video dub copies, photographic prints, duplicate slides, production copy CD-ROMs and DVDs, most digital copies of still images, and material copied from DoD WWW site postings if a camera original or archival master exists.

AP2.1.3. VI materials that fit the descriptions in subparagraphs AP2.1.3.1. through AP2.1.3.3., below, are VI records. They are candidates for accessioning and preservation.

AP2.1.3.1. Motion Material

AP2.1.3.1.1. Film. The camera original with sound track (if any), an intermediate positive or duplicate negative plus sound track, and either a projection print or a video dub.

AP2.1.3.1.2. Video. Either the camera original or best available copy made from the camera original (if the original does not exist); or an archival set (an archival master, a dub master, and a window dub directly copied from the camera original or best available copy) recorded on media selected for its high quality and long-term preservation characteristics.

AP2.1.3.2. Still Material. The record elements of a still picture (whether digital image, photographic, or artistic media) include both the item containing the still visual image and the related caption. For specific formats, the record elements include items unique to that format and are listed as follows:

AP2.1.3.2.1. Black and White Photographs. The original negative and a digital copy with caption.

AP2.1.3.2.2. Color Photographs. The original negative and a digital copy with caption.

AP2.1.3.2.3. Color Transparencies and Slides. The original transparency or slide and a digital copy with caption.

AP2.1.3.2.4. Digital Still Images. Either the uncompressed high-resolution digital image with embedded IPTC caption data or a compressed digital image copy with embedded caption.

AP2.1.3.2.5. Other Still Pictorial Records. The original and either a reference copy or a digital copy (if a reference copy does not exist) and related caption.

AP2.1.3.3. Compilations. The master and the edited premaster media from which the master was made.

AP3. APPENDIX 3

FILM SCANNING GUIDELINES

AP3.1.1. This appendix 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 greatest possible usefulness.

AP3.1.2. The following standards shall be used when scanning imagery for forwarding to the JCCC or the CAP.

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 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. Imagery intended only for local use may be cropped, color corrected, or resized in accordance with the guidelines of DoD Directive 5040.5 (reference (f)).

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

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

AP3.1.3.8. Image Size. The longest side should be 10 inches.

AP3.1.3.9. File Size. Make no adjustments to the file size. Do not resample the image.

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 VIRIN, unless the software in use does not support the VIRIN's format. If system software does not support the VIRIN as a file name, use the standard DOS 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 DOS 8.3 format is 98043005.jpg (from the VIRIN 980430-N-8204E-005). A proper VIRIN should be entered into the VIRIN field of the IPTC header.

AP3.1.4. Captioning. Chapter 2 of reference (d) 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. Include weapons, armament, units, people, and actions. As a rule, mention only what is in the picture but do briefly describe the exercise or circumstances after the visible elements have been described. Acronyms should be spelled out the first time they are used in the caption and the acronym placed in parentheses.

AP3.1.5. Compression. After an image has been scanned, it should be saved in a lossless file format such as TIFF if the image is to be worked on. After all adjustments are completed, the image should be saved in JPEG format at a compression ratio of 10:1.

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. Standardizing file types, file sizes, and scanning resolution builds a foundation for easy access to DoD imagery, and makes the imagery more valuable because it is optimized to the broadest range of output devices. Using optimal scanning methods minimizes the need for rescanning the original image over its life cycle, thus maximizing the life of the original archival image.

## AP4. APPENDIX 4

### DoD DIGITAL CAMERA IMAGE GUIDELINES

AP4.1.1. This appendix guides camera operators on saving and processing the imagery they acquire with digital cameras. Adhering to these guidelines will result in high quality VI records and ensure their widest possible use.

AP4.1.2. Digital cameras typically offer operators the option to save images, inside the camera, as they are shot, in two different forms:

AP4.1.2.1. Uncompressed, usually in TIFF format. Saving digital images in TIFF or other uncompressed formats produces large files and, typically, the highest resolution of which the camera is capable. The tradeoff is that these large files require more processing and transmission time, and more storage space, both inside and, later, outside the camera.

AP4.1.2.2. Compressed, usually in JPEG format, and in varying degrees of compression. Saving digital images in JPEG or other compressed formats produces progressively smaller files (as the compression ratio increases), and potentially significantly shorter processing and transmission times, and requires less storage space, both inside and outside the camera. The tradeoff is in resolution and image quality.

AP4.1.3. Camera operators should select from their camera's available format and compression choices the highest quality level that meets customer requirements, to include processing and transmission requirements.

AP4.1.3.1. In cases where customers need fine detail, such as with images of sites where criminal or terrorist acts took place, images should be saved in uncompressed, high-resolution form, such as TIFF.

AP4.1.3.2. Where fine detail is not a customer requirement, but either rapid customer access to the imagery, or the need to save a large number of images to fully document the event is a requirement, images should be saved as JPEGs, but at the minimum compression level that is practical in the situation in which the imagery is acquired, and at the minimum compression level that meets customer quality and rapid access requirements. Observing minimum compression levels will help ensure that digital images are of high enough quality to satisfy secondary user requirements in the future.

AP4.1.4. Compressing an image changes it, albeit usually in subtle, unnoticeable ways. Yet change does take place. Thus, if a compressed image is opened, changed in any way, and then re-saved in any compressed format, the saved image will not be equal to the camera original plus the changes that were made. Instead, the saved image will be equal to the camera original plus the changes that were made plus the changes naturally produced by the (re)compression process. Opening the image yet again, changing it again, and then re-saving it again will compound this problem. Thus, it is extremely important that the camera original never be saved in a

compressed format more than once. Instead, working copies should be created and saved with different file names. Subparagraphs AP1.1.2.1. and AP1.1.2.5. and paragraphs AP1.1.3. and AP1.1.4. contain information on assigning a new VIRN to a newly-created VI record.

AP4.1.5. The file name applied to the camera original digital image should be the image's VIRIN, unless the software in use does not support the VIRIN's format. Follow the instructions in paragraph AP1.1.5. when naming files. Renaming a file typically does not result in the underlying image being recompressed.

AP4.1.6. When entering narrative data into the caption field of the IPTC header, follow Chapter 2 of reference (d). Do not insert the same general caption into the IPTC headers for a series of images. Instead identify exactly what is in each image. Identify the visible elements in the image, including 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 is seen. Briefly describe the exercise or circumstances after the visible elements have been described. Acronyms should be spelled out the first time they are used in the caption and the acronym placed in parenthesis.

AP4.1.7. Summary. Following the guidelines in this Appendix will provide a foundation for both preservation of, and easy access to, DoD imagery at a quality level sufficient to meet almost all user needs. High quality makes that imagery more valuable because it is optimized to the broadest range of output devices.

AP5. APPENDIX 5IPTC HEADER FIELD GUIDE

Table AP5.T1., below, lists the IPTC header fields, the DoD field name for each IPTC field, and the content of the field.

Table 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 digits 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	<p>Enter the code for the Service branch of the subjects in the image. The codes are:</p> <table border="1"> <thead> <tr> <th colspan="2">Code Meaning</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>Army</td> </tr> <tr> <td>D</td> <td>DoD Civilian</td> </tr> <tr> <td>F</td> <td>Air Force</td> </tr> <tr> <td>G</td> <td>Coast Guard</td> </tr> <tr> <td>J</td> <td>Multi-Service (more than one Service shown in photo, such as Army troops boarding an Air Force Aircraft)</td> </tr> <tr> <td>K</td> <td>Foreign (troops or subject matter from one nation - not multi-national)</td> </tr> <tr> <td>L</td> <td>Multi-national (troops or subjects from more than one nation shown in photo)</td> </tr> <tr> <td>M</td> <td>Marine Corps</td> </tr> <tr> <td>N</td> <td>Navy</td> </tr> <tr> <td>O</td> <td>Other (use this when there are only civilians or when there are no people or Military Service-related subjects at all in the picture)</td> </tr> </tbody> </table>	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)
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Table AP5.T1. IPTC Header Field Guide, continued

Field Name		Field Contents for DoD Images
IPTC Header Name	DoD Required Information	
4. Supplemental Categories (Although some digital imagery software allows many entries in this area, please limit entries to these four).	Classification	Usually this shall be Unclassified, may be FOUO. JCCC may handle up to Secret; however make arrangements before transmitting classified files. Classified files are not handled in the same system as unclassified files.
	Classification Authority	The authority cited authorizing the classification of an image. If unclassified, leave blank.
	Temporary Duty (TDY) e-mail and/or Phone number	The e-mail address of the photographer, or a phone number, at the TDY location. This is for the JCCC to use so they may contact the photographer and/or editor if there are questions about the images. The number is expected to become invalid quickly.
	Photographer's Home Unit e-mail and/or Phone number	The e-mail address of the photographer, or a phone number, at the Home Unit location. This is for the JCCC or the CAP to use so they may contact the photographer if there are 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	Photographer's Rank and Name	The photographer's Rank and Name (first and last names).
9. Byline Title	Photographer's Home Unit	The photographer's Home Unit.
10. City	Base or Locale	The base or locale of the shoot.
11. Province-State	State or Province	The State or province of the shoot. Use the two letter codes.
12. Country	Country or Area	The country or area of the shoot. Use the three-letter code. For ocean areas enter the area (i.e., Indian Ocean Region). 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 or Exercise Name	The name of the operation or exercise. If not part of an operation or exercise, leave blank.
14. Credit	Photographer's TDY Unit	The unit the photographer was temporarily assigned to during the shoot (will be on official orders). If not assigned then leave blank.
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	Enter the caption information here according to the guidelines of Chapter 2. Do not repeat information gathered elsewhere in this header. Ensure the complete, first and last 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. When identifying one or two 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.
17. Caption Writer	Caption Writer	The first and last name of the individual writing the caption. This applies when editing 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, Atlantic Fleet, FORSCOM, or EUCOM.

AP6. APPENDIX 6INSTRUCTIONS FOR HANDLING ARTWORK AND GRAPHIC MATERIALS

AP6.1.1. Table AP6.T1., below, covers stand-alone artwork that meets any one of the following criteria:

AP6.1.1.1. Is or was used for recruiting.

AP6.1.1.2. Depicts DoD-related events, places, persons, activities, equipment, sites, or weapons.

AP6.1.1.3. Is generated as part of a DoD VI production or a multimedia production.

AP6.1.1.4. Is an original or copy of artwork included in a DoD publication, VI production, multimedia production, or compilation that has either a PIN or a PAN.

AP6.1.1.5. Consists of or depicts unit or organizational insignia, logos, or other designators.

Table AP6.T1. Instructions for Artwork and Graphic Materials Meeting AP:6.1. 1. Criteria

Category of Artwork	Disposition Instructions
Hand or Mechanically Drawn or Assembled	
Animation cels Cartoons Charts Drawings Engravings Graphics Graphs Holographs Intaglios Lithographs Paintings (including oil, watercolor, chalk, and sand paintings) Photo montages Posters Sculptures Statues	For physical original:  See Service and/or DoD Agency instructions for handling original art objects. See applicable records schedules for disposition instructions.  For photograph of the art object: Send the camera original still negative or transparency to the CAP  For digital image of the art object: Send a high resolution image to the CAP

Computer-Generated	Disposition Instructions
Computer-generated pictures, montages, drawings, graphs, charts, cartoons, and two-dimensional pictorial images	For digital image of the artwork: Send a high-resolution image to the CAP  For computer-generated hard copy visual media output: See applicable records schedule for disposition instructions
Digitally-altered images, including annotated, partially enlarged, overlaid, or digitally-sharpened images	For digital image of the artwork: Send a high-resolution image to the CAP along with caption data describing the nature and purpose of the digital alteration.  For computer-generated hard copy visual media output: See applicable records schedule for disposition instructions
Digitally produced three-dimensional-appearing objects, including holographs, animations, graphs, and 'virtual' statues and sculptures.	For digital image of the artwork: Send a high-resolution image to the CAP along with any software needed to display or reproduce an image of the object.  For computer-generated hard copy visual media output: See applicable records schedule for disposition instructions

AP6.1.2. Table AP6.T2., below, covers stand-alone artwork that does not meet the criteria listed in paragraph AP6.1.1.

Table AP6.T2. Instructions for Artwork and Graphic Materials Meeting AP:6.1.2. criteria.

Category of Artwork	Disposition Instructions
Hand or Mechanically Drawn or Assembled Artwork	For physical original: See applicable records schedule  For photographic copy of the art object: Dispose of when no longer needed  For digital image copy of the art object: Delete when no longer needed
Computer-Generated Artwork	For photographic copy of the art object: Dispose of when no longer needed  For digital image copy of the art object: Delete when no longer needed

## AP7. APPENDIX 7

### EXAMPLES OF STILL CAPTIONS

#### AP7.1. Still Caption Examples.

Figures AP1.F1. and AP7.F2., below, are examples of properly captioned images:

##### Figure AP7.F1. Captioned Image, Example 1

980130-N-1234S-001

An F-14B Tomcat from Fighter Squadron 102 (VF-102) soars in the skies over Iraq, Jan. 30, 1998. VF-102 is attached to the nuclear powered aircraft carrier USS GEORGE WASHINGTON (CVN-73), which is currently conducting operations in the Persian Gulf during a 6-month deployment in support of Operation Southern Watch.  
(U.S. Navy photo by PH1 John R. Smith)

##### Figure AP7.F2. Captioned Image, Example 2

971028-F-2907N-012

Maj Frank Cavuoti (left), U.S. Air Force, and Capt Mike Ouellette, U.S. Air Force, plan their sortie for exercise Global Guardian. The two B-2 Spirit stealth bomber pilots are in an area known as the Vault, a secure underground mission planning facility at Whiteman Air Force Base, MO, where B-2 crews receive all their mission data and plan how they will complete their tasking. Cavuoti and Ouellette are attached to the 394th Bomb Squadron, 509th Bomb Wing at Whiteman.  
(U.S. Air Force photo by TSgt John Nikon, 1st COMCAM Squadron.)

#### AP7.2. Graphic Caption Example

Figure AP7.F3. is an example of a properly captioned graphic:

##### Figure AP7.F3. Captioned Graphic

950210-N-1234B-001

Command seal for the USS JOHN C. STENNIS (CVN-74). The circular shape signifies the NIMITZ class aircraft carrier's unique capability to circle the world without refueling while providing a forward presence from the sea. The chief colors are red, white, blue, and gold, the colors of both the United States and the Navy. The eagle and shield is a representation of the gilt eagle and shield overlooking the Old Senate Chamber, where Senator Stennis served. The burst of light emanating from the shield portrays the birth of over 25 major Naval Aviation programs under Senator Stennis' leadership, including all aircraft carriers from the USS FORRESTAL

(CV-59) to the USS HARRY S. TRUMAN (CVN-75), and aircraft from the F-4 Phantom to the F/A-18 Hornet.

(U.S. Navy graphic by PO2 John Bottos, USN)

## AP8. APPENDIX 8

### EXAMPLES OF MOTION CAPTIONS

Figures AP8.F1. and AP8.F2., below, are examples of motion video captions that contain both a scene description and a run sheet of camera shots that comprise the scene:

#### Figure AP8.F1. Motion Caption, Example 1

980130-N-1234S-001

An F-14B Tomcat aircraft assigned to Fighter Squadron 102 (VF102) takes off from the nuclear-powered aircraft carrier USS GEORGE WASHINGTON (CVN-73) on a mission over Iraq, Jan. 30, 1998. VF-102 is currently conducting operations in the Persian Gulf during a 6-month deployment in support of Operation Southern Watch.

(U.S. Navy motion imagery by LT John R. Smith)

- 1 – LS of F-14B's on carrier flight deck.
- 2 – MS of F-14B lining up on catapult
- 3 – ECU of VF-102 logo and designator on F-14B aircraft
- 4 – MS of F-14B being launched by catapult
- 5 – LS pan of F-14B in flight

#### Figure AP8.F2. Motion Caption, Example 2

971223-F-2907N-001

The Honorable William S. Cohen, U.S. Secretary of Defense, arrives at Tuzla Air Base in Bosnia-Herzegovina where he is greeted by Major General Charles G. Devens. The Secretary arrived on December 23, 1997 on a C-17 Globemaster from the 17<sup>th</sup> Airlift Squadron in Charleston Air Force Base, SC, to spend Christmas with the Stabilization Force soldiers and airmen stationed at Tuzla.

(U.S. Air Force motion media by TSgt John Nikon, 1st COMCAM Squadron.)

- 1 – ES of aircraft landing at Tuzla
- 2 – LS of plane taxiing to debarkation point
- 3 – LS of Cohen and party exiting from plane
- 4 – MS of MG Devens greeting Cohen and party
- 5 – CU of Cohen and MG Devens talking
- 6 – LS pan of airmen and soldiers witnessing the arrival ceremony