



UNITED STATES MARINE CORPS

MARINE CORPS BASE
3250 CATLIN AVENUE
QUANTICO, VIRGINIA 22134-5001

MCBO 3104.1B
B 034
12 Mar 14

MARINE CORPS BASE ORDER 3104.1B

From: Commander
To: Distribution List

Subj: COMBAT VISUAL INFORMATION SUPPORT

Ref: (a) MCO 3104.1B
(b) MCO 5600.31A

1. Situation

a. Information. The Combat Visual Information Center (CVIC) manages audio-visual and related support for the commands and tenant activities aboard Marine Corps Base Quantico (MCBQ). This order outlines policy and procedures pertaining to the timely and efficient provision of this support.

b. Cancellation. MCBO 3104.1A

2. Mission. As directed and in accordance with (IAW) the references, CVIC provides audio-visual (AV) and related support to the commands and tenant activities aboard MCBQ.

3. Execution

a. Commander's Intent. CVIC will provide visual information (VI) support that is timely, cost effective, and of the highest quality of service.

b. Concept of Operations. CVIC provides centralized audiovisual support which includes conventional and electronic imaging photography, graphic arts, multi-media productions, Comcast cable television (CATV) franchise administration, and accountability and disposition of audiovisual assets.

c. Tasks

(1) Director, G-3 Operations Division. Exercise staff cognizance over CVIC.

(2) Director, CVIC. As the Comcast CATV Franchise Administrator; oversee the audio-visual systems maintenance contract; coordinate the provision of photo and video support; Quantico Television (Q-TV); graphics production and support; sound support; and AV equipment issue, supply, and maintenance.

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distribution is unlimited.

(a) Franchise Cable Administrator. Carry out all duties IAW with the Comcast CATV franchise agreement, and mediate all contract disputes or amendments to the existing Franchise Renewal Agreement for MCBQ. Serve as the liaison officer for new construction directly related to CATV and High-Speed Internet. Plan, organize, and execute programming in support of Professional Military Education.

(b) AV Equipment Manager. Provide supervision of the AV equipment maintenance contract and technical oversight of all AV equipment purchases aboard MCBQ.

(c) Still Photographic Section. Provide photographic documentation of official promotion photos, official command board photos, and passport photos for Marine Corps Embassy Security Group and Marines on official orders, tattoo documentation, Isolated Personnel Report photos, location shoots, and investigative photography. Provide a duty photographer for emergencies and investigative photography. Emergency photography will be accomplished at the request of the Provost Marshal's Office desk sergeant, Criminal Investigation Division, Naval Criminal Investigative Service, Marine Corps Air Facility Operations Officer, Base Fire Department, or the photo officer-in-charge/staff non-commissioned officer-in-charge.

(d) Graphic Support Section. Provide art direction and consultation for layout and design of products such as illustrations, desktop publications, books, magazines, brochures, tri-folds, programs, posters, banners, invitations, labels, static displays, signage, logo design, presentations, scanning, photo re-touching, computer graphics, and interactive 3D media.

(e) Video Support Section. Provide audio documentation and support. Provide video documentation, in-house and on-location productions, media editing, and the ability to duplicate most current video formats.

(f) Quantico/Cable Television. Broadcast emergency information, weather, events, and educational opportunities aboard MCBQ on Comcast Cable Channel 23 and Verizon Fios Channel 3. Provide a duty programmer for emergency and weather broadcast information.

(g) Training Support/Sound Section (TSS). Maintain and issue AV equipment and coordinate sound and CATV support via work orders.

d. Coordinating Instructions

(1) Requesting activities may be required to fund VI requests that involve high quantities, high costs, TAD expenses, or supplies not normally stocked by CVIC.

(2) Tenant activities and other Federal agencies within the National Capital and Eastern Recruiting regions can be supported on a reimbursable basis. These relationships will usually involve an Inter-Service Support Agreement or Memorandum of Agreement.

(3) When requesting duplication of copyrighted material, CVIC customers will solicit release authority from copyright owners (e.g., music, video, photo, artwork, etc.). The CVIC website includes a copyright release form and some general guidelines regarding application of the Fair Use Clause.

(4) Customers must have classified work approved by their security manager. NOTE: CVIC does not have classified storage capability.

(5) Customers are required to provide transportation for photographic support and classified material.

(6) Each AV support customer will be issued a job order number for the requested products and the unit that originates a request will assign a liaison who will be involved throughout the entire evolution of the production. Requests for services from AV should be submitted at the earliest time possible to the date of the event.

(7) Request for after hours support will come from the Director/Deputy Director G3, CVIC Director/Deputy Director.

(8) Requests for CATV may be made through the TSS.

(9) Requests for high speed internet must be accompanied by a waiver from G-6.

4. Administration and Logistics. None

5. Command and Signal

a. The Photographic section hours of operation are Monday - Friday, 0730-1630; office phone is 703-784-2703; duty phone is 571-221-7969.

b. The Video Support Section is located in building 2009, third deck; office phone is 703-432-0660/0661.

c. The Q-TV section office phone is 703-432-0659; duty phone is 571-221-7968.

d. CATV liaison office is located in building 3227; office phone is 703-784-1019/3398; email: cvictsscable@usmc.mil.

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e. The Graphics Reproduction section is located in building 2009, third deck; office phone. 703-784-2383.

/s/
DAVID W. MAXWELL

DISTRIBUTION: A