



**INSTRUCTIONS FOR
HANDLING
VISUAL INFORMATION (VI)
MATERIAL**

**ASSISTANT SECRETARY OF DEFENSE
FOR
PUBLIC AFFAIRS**

EXECUTIVE SUMMARY

The primary purpose of this document is to provide handling instructions for media containing visual information (VI). The instructions assume that VI follows a life cycle that begins at its 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.

Chapters 2 through 6 each address the handling of VI media by one of the major organizations or “players” in the VI life cycle:

- Camera operators.
- Component Accessioning Points (CAPs).
- The DoD Joint Combat Camera Center (JCCC).
- Organizations involved in creating VI productions, VI compilations, or graphic arts materials.
- The Defense Visual Information Center (DVIC).

Here is an example of these handling instructions, applicable to the Component Accessioning Points:

C.3.1.3. Check the captions and corresponding imagery in accordance with Enclosure 3 (paragraph E.3.4.) and Enclosure 5 to determine that the captions are accurate, sufficiently descriptive, and properly matched with the appropriate videotape or image/photo.

Instructions Apply to:	Handling Instructions
1. Camera original videotape 2. Camera original motion documentary film 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 by the CAPs should be either returned to the originator or disposed of in accordance with Service instructions. If selected video 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).

Six enclosures provide relevant reference material.

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DEFINITIONS

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.

2. **Archival Master**. VI media, designated as an archival master by a VI records center, that either consists of the camera original or contains one or more VI records copied to that media from the camera original (or the best available copy) in order to preserve the VI content.

3. **Archival Set**. A master set of media created by the central DoD VI records center to preserve VI records.

For motion media, this set consists of an archival master, a dub master, and a reference or window dub.

For analog still photographs, this set consists of the camera original negative or transparency, a captioned print (if available), an internegative (if available), and a digital image copy with caption.

For digital still images, this set consists of the uncompressed high-resolution digital image with a caption; otherwise, if a high-resolution image is not available, a compressed digital image copy of the high-resolution digital image with a caption.

For other still pictorial records, the original and either a reference copy (a copy suitable for use or viewing by either staff or public) or a digital copy (if a reference copy does not exist) and a related caption.

4. **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.

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

6. **Compilation**. 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. The DoD CD-ROM titles, "Women in the U.S. Armed Forces" and "Defense Image Digest" are examples of compilations.

7. **Component Accessioning Point (CAP)**. A central point 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.

8. **Decision Logic Table (DLT) Instructions for Recording and Handling Visual Information Material**. Guidelines for VI personnel and accessioners for acquiring and managing imagery.

9. Defense Visual Information Center (DVIC). The central DOD VI records center maintained by the American Forces Information Service
10. Documentation Imagery. Imagery depicting actual events, activities, phenomena, places, or people recorded primarily to create a record of the subject matter.
11. DoD Joint Combat Camera Center (JCCC). The central DoD reception and distribution point for Joint Interest Imagery operated and maintained by the American Forces Information Service.
12. Duplication. The making of copies from an earlier generation of VI materials. It includes all copies beyond the original or master copy.
13. Highlight Record Material. Representative imagery that depicts the significant aspects of an event/operation typically submitted to the JCCC to fulfill immediate requirements.
14. Imagery. A visual representation of a person, place, or thing recorded and stored in any format on a physical medium.
15. IPTC Headers. Caption data that is embedded into a digital still image as part of the image file, and conforms to the standard developed by the International Press Telecommunications Council and the Newspaper Association of America.
16. Joint COMCAM Imagery. COMCAM imagery recorded in the Joint environment.
17. Joint Interest Imagery. Imagery that depicts subjects of known or probable interest to the National Command Authority (NCA), the Office of the Chairman of the Joint Chiefs of Staff (OJCS), 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 NCA, OJCS, or more than one DoD Component, is also Joint Interest Imagery. This imagery may help explain or depict quality of life issues, medical and health care, education, housing, and similar subjects.
18. Machine-readable VI Record. Any VI record that requires a computer or playback device and a television or monitor in order for a human being to see or perceive the record.
19. MDAN. Motion Depository Accession Number. An alphanumeric designator assigned by the Defense Visual Information Center to physical motion media records stored in the Automated Storage and Retrieval System.
20. Multimedia Production. A non-linear, interactive VI product using imagery and any combination of audio, text, or graphics, that is developed according to a plan or script for the purpose of conveying information to a user.
21. Primary Interest Component. The 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.

22. Production-related Material. Camera original material shot for a VI production, whether it was completed or not.

23. Reproduction. See Duplication.

24. Still Images. Visual representations or images that are recorded or rendered on a two-dimensional surface or screen by either chemical, electronic, or artistic means. Still images fall into three categories:

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

24.2. 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 framegrabs of motion video or television broadcasts.

24.3. Graphic Art. Relating to the design, creation, and preparation of two and three-dimensional visual aid products. Includes charts, graphs, posters, and visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations, and exhibits prepared manually, by machine, or by computer.

25. Stock Imagery. Already-existing motion imagery that has not been creatively edited.

26. VI Material. Any still and motion film, videotape, disk, or other media that contains visual information. This includes the original, intermediate, master, and any duplicate, print, reference, or dub copy.

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

28. VI Process. The life cycle process of VI from initial recording by the camera operator to disposition of the VI record by the DVIC.

29. VI Production. The result of sequencing, according to a plan or script, original and/or existing still and/or motion images, with or without sound, into a self-contained, complete, linear presentation for the purpose of conveying information to, or communicating with an audience. Typically, VI productions are recorded continuously, or edited so as to appear as if recorded continuously onto a motion medium, such as film or videotape, for replication and/or time-delayed playback, but they may also be presented in real time.

30. VI Record. Visual information along with the related caption and identifying number that has been recorded by or for a DoD activity and designated as record material in accordance with

the requirements of both Federal law and Federal regulations (See Enclosure 2). While a VI record resides on some form of physical media (such as film, tape, or disk), the record is the informational content as distinct from the media on which it resides.

31. VIRIN. Visual Information Record Identification Number. An alphanumeric designator assigned to a VI record other than a VI production. The life cycle number under which VI records are managed. For the format of the VIRIN, see Enclosure 1.

32. Visual Information (VI). Information in the form of visual or pictorial representations of person(s), place(s), and/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 arts 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 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 arts that depict objects other than persons, places, or things (such as organizational structures, symbols, process flows, quantitative data, logical relationships, or abstractions).

33. 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.

ABBREVIATIONS AND/OR ACRONYMS

ASRS	Automated Storage and Retrieval System
CAP	Component Accessioning Point
COMCAM	Combat Camera
DVIC	Defense Visual Information Center
IPTC	International Press Telecommunications Council
JCCC	Joint Combat Camera Center
JPEG	Joint Photographic Experts Group
MOPIC	Motion Picture
MDAN	Motion Depository Accession Number
MPEG	Moving Pictures Expert Group
NARA	National Archives and Records Administration
PAN	Production Approval Number
PIN	Production Identification Number
RDT&E	Research, Development, Testing & Evaluation
TIFF	Tagged Image File Format
VI	Visual Information
VIRIN	Visual Information Record Identification Number

C1. CHAPTER 1

INTRODUCTION

C1.1. The purpose of this document is to provide instructions on how to handle VI imagery. These instructions assume that visual information follows a life cycle from the point of origin to either storage at the Defense Visual Information Center (DVIC) and subsequent transfer to the National Archives as a permanent historical record or eventual destruction. For still and motion documentation material, the life cycle begins with the camera operators who shoot 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 the production or creating activity.

C1.2. Unlike paper records which normally remain at the physical and organizational site at which they are created, VI records in DoD normally migrate from the organizational unit that originates them (i.e. the unit to which the camera operators, cinematographers/videographers, or records creators belonged). The VI records then go through other organizations or commands that use and temporarily possess them and eventually end up at the DVIC where they are stored until they are subsequently transferred to the National Archives or destroyed or otherwise disposed of in accordance with the “Visual Information (VI) Records Schedule.”

C1.3. Among the many individuals and organizational entities that handle VI records and VI materials are the camera operators; the commands and the Component Accessioning Points of the Military Services; the Joint Combat Camera Center (JCCC); production activities; organizations creating graphic arts, compilations, and computer-generated VI material; and the DVIC.

C1.4. Clearance of VI records for public release should be handled in accordance with DoD Directive 5230.9, “Clearance of DoD Information for Public Release,” April 9, 1996.

C2. CHAPTER 2

INSTRUCTIONS APPLICABLE TO THE CAMERA OPERATORS:

C2.1. VI imagery (both motion and still) is recorded in the field by camera operators who also normally write the related captions.

C2.1.1. For imagery recorded by a Combat Camera (COMCAM) unit operating in the Joint environment, camera operators should do the following:

C2.1.1.1. Assign a Visual Information Record Identification Number (VIRIN) to the specific motion media or still photograph and/or image. For the format of the VIRIN, see Enclosure 1.

C2.1.1.2. Write a caption that identifies what is happening, who and what is in the scene or image (including noun nomenclature of all equipment and avoiding slang or generic terms unique to a particular service), when and where it was recorded, and the overall operation or event. For motion imagery, prepare a run sheet that identifies the action, personnel, equipment, unit, and/or operation/event in individual scenes. If the camera operator does not do this, either the local command or COMCAM team must do it.

C2.1.1.3. Embed caption data as instructed in Items E3.4 of Enclosure 3 or E4.3.10 of Enclosure 4 into the appropriate International Press Telecommunications Council (IPTC) fields (as listed in Enclosure 5) of any digital still images that they record with a camera or create by scanning an original photograph.

C2.1.2. Forward all material listed in the following Table to the Joint Combat Camera Center (JCCC) in accordance with the following instructions.

C2.T1. TABLE 1**INSTRUCTIONS FOR CAMERA OPERATORS --
JOINT ENVIRONMENT**

Instructions Apply to:	Handling Instructions
1. Camera original videotape	Send to the JCCC as soon as reasonably possible
2. Camera original still film negatives and transparencies	<p><i>For rolls of photographic film processed in the field:</i> Make a digital copy with embedded caption data of all camera original negatives and color transparencies in accordance with Enclosure 3 for transmission to the JCCC. Embed caption data into IPTC headers in accordance with the instructions given in Enclosure 5. Send camera original negatives or color transparencies to the Component Accessioning Point (CAP).</p> <p><i>For rolls of film that cannot be processed in the field:</i> 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>
3. Digital original still images (recorded in the camera)	Save selected images in accordance with Enclosure 4. Embed caption data into IPTC headers in accordance with the instructions given in Enclosure 5. Transmit compressed or JPEG files of selected images to the JCCC and the CAP as soon as possible. Send all media containing high resolution or TIFF images to the CAP when no longer needed. See Note A.
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

Note A: Camera original images will be forwarded to the JCCC under the following conditions: 1) when Service or DoD Agency policies or regulations implementing this Manual direct the offer of original still film negatives/transparencies or 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.

C2.2. For imagery recorded outside the Joint environment (i.e. recorded at Service Major Commands, DoD Agencies, local bases and installations, on ships, or by camera operators not assigned to a Joint COMCAM team, the camera operators or their local commands should follow the instructions listed below:

C2.T2. TABLE 2**INSTRUCTIONS FOR CAMERA OPERATORS --
OUTSIDE JOINT ENVIRONMENT**

Instructions Apply to:	Handling Instructions
1. Camera original videotapes 2. Camera original motion film	Send to the CAP as soon as reasonably possible except for those tapes/reels whose VI subject matter is listed as disposable in the Decision Logic Table (DLT). If the media contains Joint Interest Imagery, send relevant clips to the JCCC as soon as reasonably possible.
3. Camera original still film negatives and transparencies	Make digital copies of selected camera original negatives and color transparencies in accordance with Enclosure 3, and embed caption data in accordance with the instructions in Enclosure 5. Forward digital copies to the CAP immediately for possible accessioning. If the film contains Joint Interest Imagery, also send digital images to the JCCC as well. 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.
4. Digital original still images (recorded in the camera)	Save selected images in accordance with Enclosure 4. Embed caption data into IPTC headers in accordance with the instructions given in Enclosure 5. Transmit compressed or JPEG files of selected images to the 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 CAPs when no longer needed.
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 RELATING TO THE COMPONENT ACCESSIONING POINTS (CAPs)

C3.1. The CAPs review the VI material coming in from the field to determine whether or not the incoming VI records should be selected for accessioning. The CAPs should:

C.3.1.1. Refer to the Decision Logic Table Instructions for Recording and Handling Visual Information Material for subject matter guidance on making accessioning decisions. Refer to Enclosure 2 for information on what VI materials should be selected.

C.3.1.2. Accession VI records used by the National Command Authority, the Office of the Chairman of the Joint Chiefs of Staff, or news media representatives. The JCCC shall inform the CAPs of images that have been downloaded by the National Command Authority or the Office of the Chairman of the Joint Chiefs of Staff. These records shall be selected for accessioning. Cleared VI records copied to the Directorate for Defense Information (DDI) Server, along with video clips made available by DDI to news media representatives shall be selected for accessioning. Accession Service-unique imagery made available by Service Public Affairs Offices or the CAP to the JCCC or news media representatives.

C.3.1.3. Check the captions and corresponding imagery in accordance with Enclosure 3, paragraph E.3.4. and Enclosure 5, to determine that the captions are accurate, sufficiently descriptive, and properly matched with the appropriate videotape or image/photo.

C.3.1.4. Scan selected photographic slides and/or negatives to create a digital image and embed caption data in accordance with Enclosures 3 and 5. Transfer digital images to the Defense Visual Information Center (DVIC).

C.3.1.5. Forward any VI records or VI material containing selected VI and a copy of any edited clips or compilations created by the CAP to the DVIC along with any related caption material in accordance with the instructions in the following Table.

C3.T1. TABLE 1**INSTRUCTIONS FOR
COMPONENT ACCESSIONING POINTS**

Instructions Apply to:	Handling Instructions
1. Camera original videotape 2. Camera original motion documentary film 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 by the CAPs should be either returned to the originator or disposed of in accordance with Service 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).
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 visual information on the camera original videotape has either been selected or rejected for accessioning in accordance with DLT guidance.
5. JPEG or compressed digital images with embedded caption received by the CAP from the field in lieu of the camera original still film or high resolution digital images	Forward still images selected for accessioning to the DVIC. Images not selected by the CAPs should be deleted. The CAP will request that the high-resolution images be forwarded to the DVIC.
6 Camera original still film negatives and transparencies NOT previously accessioned as JPEG or compressed images.	Forward still photographs selected for accessioning along with a digitized copy of the original slide or negative to the DVIC. Photographs not selected by the CAPs should be returned to the originator or disposed of in accordance with Service instructions.
7. Camera original still film negatives and transparencies previously accessioned as JPEG or compressed images.	Forward to the DVIC along with appropriate VIRIN number
8. Digital original still images (recorded in the camera) received by the CAP from the field and NOT previously accessioned as JPEG or compressed images	Forward images selected for accessioning to the DVIC along with related captions. Digital images recorded originally in the camera but not selected by the CAPs should be deleted.
9. Digital original still images (recorded in the camera) received by the CAP from the field and previously accessioned as Jpeg's or compressed images	Forward to the DVIC along with appropriate VIRIN number

<p>10. Caption data records in either paper or machine-readable form for media other than digital still images with embedded IPTC captions.</p>	<p><i>For Captions relating to Material Selected for Accessioning:</i> Send to DVIC along with the related VI material.</p> <p><i>For Captions relating to Material Not Selected for Accessioning:</i> Dispose of in the same manner as the VI records to which they relate.</p>
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C4. CHAPTER 4

INSTRUCTIONS RELATING TO THE DOD JOINT COMBAT CAMERA CENTER (JCCC)

C4.1. The JCCC receives VI record material recorded by COMCAM operators in the Joint environment and in situations of interest to the National Command Authority. The JCCC places digital images upon its World Wide Web (WWW) site (for distribution via this site), dubs incoming video to create record master clips, arranges for the processing of unprocessed photographic film that it receives, and scans selected photographs to create digital image copies for placement upon its WWW site. The JCCC accessions the record master clips that it creates. The JCCC loads digital images that are downloaded by either the National Command Authority, or the Office of the Chairman of the Joint Chiefs of Staff, to the DVIC server for accessioning. As part of the accessioning process, the JCCC shall:

C4.1.1. Endeavor to obtain accurate and descriptive caption data from the field when this data is lacking.

C4.1.2. Forward a copy of the edited video clips with corresponding related camera original imagery and all related caption data to the appropriate CAP(s) to facilitate accessioning of the original imagery. Also forward the master and a copy of the video clip captions to the DVIC.

C4.1.3. Load JPEG digital still images (and eventually motion clips) onto a DoD Imagery Server to which the CAPs and the DVIC have access.

C4.1.4. Track digital images downloaded by either the National Command Authority or the Office of the Chairman of the Joint Chiefs of Staff.

C4.1.4.1. Inform the CAP of images that have been downloaded by the National Command Authority or the Office of the Chairman of the Joint Chiefs of Staff or copied to the Directorate for Defense Information (DDI) Server so that the CAP can accession these records. Cleared VI records copied to the Directorate for Defense Information (DDI) Server, along with video clips made available by DDI to news media representatives shall also be selected for accessioning.

C4.1.5. Handle VI material in accordance with the instructions in the following Table.

C4.T1. TABLE 1**INSTRUCTIONS FOR JOINT COMBAT CAMERA CENTER (JCCC)**

Instructions Apply to:	Handling Instructions
1. Video masters edited from camera original videotapes 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. Transfer the original copy of the edited video master to DVIC as soon as possible. Provide a related synopsis that includes a listing of all composite VIRINs. Destroy JCCC copy when no longer needed at JCCC.
2. Camera original videotapes received from camera operators in the field	Send to the appropriate CAP after an edited video master is created. See above instruction.
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 visual information on the camera original videotape has either been copied to a video master, accessioned by the DVIC, or rejected for accessioning by the CAP in accordance with DLT guidance.
4. Camera original still film images (normally from unprocessed film received and processed at the JCCC)	Scan film images to produce a JPEG or compressed copy of the image in accordance with Enclosures 3 and 5. Send the camera original film images - to the appropriate CAP. Load the JPEG or compressed image onto the DoD Imagery Server. See the instructions below for JPEG or compressed digital images with embedded captions received by the JCCC from the field.
5. JPEG or compressed digital images with embedded captions received by the JCCC from the field 6. JPEG or 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 downloaded by the National Command Authority or the Office of the Chairman of the Joint Chiefs of Staff or placed on the DDI server for distribution to the news media. Delete individual images in the JCCC database when a copy of each image meeting the above criteria exists in the DVIC database.

<p>7. Caption data records in either paper or machine-readable form for media other than digital still images with embedded IPTC captions.</p>	<p><i>For caption data received or recorded off-satellite by the JCCC:</i></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. The JCCC should maintain caption data as long as it retains the related imagery. Once the related VI records leave the JCCC, all duplicative related caption data records should then be deleted.</p> <p><i>For captions created by the JCCC to describe edited COMCAM extracts or compilation media created within the JCCC:</i></p> <p>Dispose of after entry into an automated system at the DVIC is validated and the related compilation media or JCCC Masters have been sent to the DVIC.</p>
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C5. CHAPTER 5

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

C5.1. There are many organizations within the Department of Defense that are involved in the following: 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. Organizations creating these items should:

C5.1.1. Assign either a Visual Information Record Identification Number (VIRIN) or a Production Identification Number (PIN) to the media.

C5.1.1.1 If the media is simply a collection of unrelated still images, video clips, graphic, and/or pictorial items -- each with their own separate VIRIN and not united by any common theme or narration, it shall not be assigned a separate VIRIN, PAN, or PIN.

C5.1.1.2. If the media is a compilation of still images, video clips, graphic, and/or pictorial items -- each with their 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), then the creator of the media compilation should request the assignment of either a PAN or PIN. If the media product will be distributed by either the Joint Visual Information Service Distribution Activity at Tobyhanna or otherwise distributed beyond the creating organization, it should be assigned a PIN. Otherwise, it should be assigned a PAN.

C5.1.2. Write a caption, which identifies any VI material. If the VI material is a compilation product that contains items that have their own individual VIRINs, the caption should list all individual VIRINs nested within. If the compilation product is assigned a PIN, the caption should be entered into the DAVIS.

C5.1.3. Follow the handling instructions in the Table below.

C5.T1. TABLE 1**INSTRUCTIONS RELATING TO PRODUCTIONS, COMPILATIONS, & ARTISTIC WORKS**

Instructions Apply to:	Handling Instructions
1. Production related material	<p><i>If the material meets DLT criteria for accessioning:</i> Forward along with any available documentation to the DVIC.</p> <p><i>If the material does not meet DLT criteria for accessioning:</i> Dispose of upon either transfer of the production to Joint Visual Information Activity (JVIA) Tobyhanna for distribution, upon completion of distribution by the Production Activity, or upon cancellation of the production.</p>
2. Production folders relating to canceled productions	Send to the DVIC upon cancellation of the production along with any related VI production material.
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.
4. Records relating to the usage, distribution, and availability of specific DoD imagery that is distributed on CD-ROM or other distribution media, or posted to on-line remote access or World Wide Web sites	Retain any statistical data on usage and distribution, including any available anecdotal data on VIP usage. Transfer such records to the DVIC when either the related VI imagery is transferred to the DVIC, the CD-ROM distribution is completed, or the imagery is deleted from the JCCC World Wide Web (WWW) posting.
5. Graphic Art works that are hand or mechanically-drawn or assembled and photographic or digital image copies thereof	See Enclosure 6, "Instructions for Handling Artwork and Graphic Materials"
6. Graphic Art works that are created on a computer, including digitally altered or annotated images	See Enclosure 6, "Instructions for Handling Artwork and Graphic Materials"

C6. CHAPTER 6

INSTRUCTIONS RELATING TO THE DEFENSE VISUAL INFORMATION CENTER (DVIC):

C6.1. The DVIC receives VI material from the CAPs and the JCCC, validates the related caption data, creates an archival master set, stores VI record material and/or places it (or a copy) on-line. This VI record material is subsequently offered to the National Archives and either transferred there (if accepted) or disposed of in accordance with the applicable Records Schedule (if not accepted). Specifically, the DVIC shall:

C6.1.1. Check the captions and corresponding motion and still imagery to determine that the captions are accurate, sufficiently descriptive, and properly matched with the appropriate videotape or image/photo.

C6.1.2. Create (if not already created by the CAP) an Archival Master Set (as defined in the following Table). 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 Motion Depository Accession Number (MDAN) of the Archival Master.

C6.1.2.1. 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.

C6.1.2.2. Serve as CAP to accession imagery where there is no Primary Interest Component(s).

C6.1.3. Write appropriate tape/scene and photo/image descriptions. Archival sets depicting historically significant events, operations, and personalities for which there is significant media and public demand should have detailed scene and image descriptions.

C6.1.4. Store VI records until such time as they are either offered/transferred to NARA (or otherwise disposed of) in accordance with applicable Records Schedules.

C6.1.5. Create and accession compilations of VI material received over a period of time that relate to a specific event or subject of major historical or media interest.

C6.1.6. Handle VI material in accordance with the instructions in the following Table.

C6.T1. TABLE 1**INSTRUCTIONS FOR THE DEFENSE VISUAL INFORMATION CENTER (DVIC)**

Instructions Apply to:	Handling Instructions
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 reference window dub. Archival set data should consist of related material that is segregated by either the camera originals' date & place of origin, the subject matter, and/or the operation or event being recorded. Store archival set in the ASRS. Dispose of the camera originals from which the master set was created in accordance with the instructions issued by the appropriate CAP.
2. Edited video masters created by the JCCC 3. Edited video masters created by the CAP	Create a dub master and a reference 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 CAP should be designated with a separate VIRIN that indicates its source of origin.
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 in the ASRS.
5. Digital Images	Review each digital image to ensure that the image is properly scanned, captioned, and color corrected. Copy any uncompressed high-resolution TIFF image onto a CD-ROM for storage within the ASRS. Make a high-resolution JPEG copy (with an embedded caption, thumbnail & screen resolution image) for on-line electronic storage if a JPEG copy has not already been accessioned by the DVIC

6. Camera Original Still Film Images -	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 JPEG digital image copy (if this has not already been done). Store the original image in the ASRS.
7. 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 upon customer request make archival set of requested material. Dispose of in accordance with the applicable Agency or General Records Schedules.

E1. ENCLOSURE 1

VISUAL INFORMATION IDENTIFICATION NUMBER (VIRIN)

E1.1. Upon creation and unless discarded, each non-production unit of media which satisfies the definition of official DoD VI record material shall be assigned a VIRIN. Thus, unless discarded, each original 35mm transparency or negative; each original digital still image; and each roll of motion picture film, videotape, or other storage media that is recorded or produced by persons acting for or on behalf of DoD activities, function, or missions shall be assigned a VIRIN.

E1.2. The VIRIN consists of 15 data elements in the following format: YYMMDD-S-NNNNA-NNN. Following is a description of the data elements for the VIRIN fields (with a dash between each field):

E1.2.1. Field 1 (YYMMDD): The year, month, and day of acquisition or origination.

E1.2.2. Field 2 (S): The Service affiliation or status of the Camera operator or originator. The code abbreviations are:

A = To indicate a uniformed member, civilian employee, or contract employee of the Army

N = To indicate a uniformed member, civilian employee, or contract employee of the Navy

F = To indicate a uniformed member, civilian employee, or contract employee of the Air Force

M = To indicate a uniformed member, civilian employee, or contract employee of the Marine Corps

G = To indicate a uniformed member, civilian employee, or contract employee of the Coast Guard

D = To indicate a civilian or contract employee of the Department of Defense not falling into one of the categories above

O = To indicate a person not falling into one of categories above (such as non DoD civilians and members of coalition or allied forces);

E1.2.3. Field 3 (NNNNA): The Camera operator's or originator's last four numbers of his/her Social Security Number, plus the first initial of his/her last name. Example: Army Sergeant John Doe, SSN 123-45-6789D. In the case of category O above, such as a member of a foreign military, or a civilian not affiliated with DoD, 9999 followed by the first letter of the acquirer's or originator's last name. Example: Abdullah Mohammed, a foreign civilian = 9999M.

E1.2.4. Field 4 (NNN): image or unit of media number in sequential order (beginning with 001 for that same day). Numbering should follow the approximate order in which each unit of media was acquired or originated by the person identified in Fields 2 and 3 on the day identified in Field 1, starting with 001 and continuing consecutively as necessary up to 999. Field 4 of the VIRIN shall reflect the approximate order of a given person's acquisition or

origination activities on a given day, without regard to variables such as media, so that no two units of media are assigned identical VIRINs.

E1.2.5. Examples. An example of a still image VIRIN in use for Army Sergeant John Smith, with an SSN of 123-45-6789, with the tenth image selected on Jan 30, 1998 is: 980130-A-6789S-010. An example of a motion VIRIN in use for Air Force Sergeant John Reed, with an SSN of 234-44-5678 that was the third videotape that he shot on Jan 31, 1998 is: 980131-F-5678R-003.

E1.2.6. Fields 2 and 3 of the VIRIN for a work of art 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. Thus, a photomontage consisting of several photographs, each shot by a different photographer, would have the Service designator, Social Security digits, and the first letter of the last name of the person in charge of creating the montage.

E1.3. Copies shall bear the VIRIN of the original, even if conversions between analog and digital, or changes in medium, format, compression, or size occur during the copying process.

E1.4. Imagery or other units of media which are derived from existing, VIRIN-bearing materials, but which differ significantly in appearance relative to that from which derived, shall, upon creation and unless discarded, be assigned their own VIRIN.

E1.5. Digital File Naming Convention

E1.5.1. 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 JPEG file would have the file extension .jpg while a TIFF file would have .tif. An example of a digital still image file in 8.3 format would be 980430-N-8204E-005 becoming 98043005.jpg.

E1.5.2. The "Image Number" field of any embedded IPTC caption shall reflect the image's VIRIN.

E1.6. Motion Imagery

E1.6.1. A VIRIN will be assigned to identify each unit of media (such as a videotape or a disc).

E1.6.2. A VIRIN slate, if possible, will be recorded at the beginning of each scene.

E1.6.3. The consolidation of the motion imagery of separate camera original media on to a single videotape, film reel, or storage device will include all applicable VIRINs

E1.6.4. The physical exterior of each individual videotape, film reel, or motion storage device submitted to either a CAP, the JCCC, or the DVIC, will be marked with the applicable camera original VIRIN(s).

E1.6.5. Compilations of motion imagery that substantially reflect the original appearance of their components shall bear the VIRINs of those components. For other compilations, see paragraph E1.4.

E2. ENCLOSURE 2

ELIGIBILITY FOR ACCESSIONING AND PRESERVATION

E2.1. VI materials may be either record or non-record material.

E2.2. VI materials that fit the following descriptions are non-record. They are inherently ineligible for accessioning and preservation as VI records. Consequently, they may be disposed of when no longer needed --

E2.2.1. VI materials that both (1) duplicate materials already accessioned and (2) are inferior to those materials already accessioned, in terms of, for example, quality, fidelity to the camera original, or long-term preservation characteristics.

E2.2.2. Extra motion film prints, video dub copies, photographic prints, dupe slides, production copy CD-ROMs and Digital Video Discs (DVDs), most digital copies of still images, and material copied from DoD World Wide Web (WWW) site postings if a camera original or archival master exists.

E2.3. VI materials that fit the following descriptions are VI records. They are inherently candidates for accessioning and preservation.

E2.3.1. Motion documentation.

E2.3.1.1. 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.

E2.3.1.2. Video: Either (1) the camera original videotape or best available copy made from the camera original (if the original does not exist); or (2) an archival set (an archival master, a dub master, plus a reference dub directly copied from the camera original or best available videotape) recorded on media selected for its high quality and long-term preservation characteristics.

E2.3.2. Still pictures. 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:

E2.3.2.1. Black & White Photographs: The original negative and a digital copy with caption information.

E2.3.2.2. Color Photographs: The original negative and a digital copy with caption information.

E2.3.2.3. Color Transparencies and Slides: The original transparency or slide and a digital copy with caption.

E2.3.2.4. Digital Still Images: Either the uncompressed high-resolution digital image with embedded International Press Telecommunications Council (IPTC) caption data or, a compressed digital image copy with embedded caption.

E2.3.2.5. 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.

E2.3.3. Compilations: The master and the edited premaster media from which the master was made.

E3. ENCLOSURE 3

DoD (ARCHIVAL) **FILM SCANNING GUIDELINES**

E3.1. 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 Defense Visual Information Center (DVIC) for inclusion in the still media records collection. Adhering to these standards will protect the archival quality of permanent DoD visual information records and ensure their widest possible dissemination.

E3.2. 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 DoD 5040.5, "Alteration of Official DoD Imagery." Imagery sent forward shall conform to the procedures described in E3.3.

E3.3. Procedures for scanning slides or negatives:

E3.3.1. 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 cloning tool in Adobe PhotoShop.

E3.3.2. Scanner Specifications: Film scanners shall meet or exceed the following specifications:

- 35mm film format (minimum)
- 12 bits per RGB channel (or better)
- Full frame area array CCD
- 2,000 pixels per inch (PPI) resolution
- Selectable film types
- Automatic focus
- Selectable sharpening settings, including option to turn sharpening off
- Contrast, brightness, color balance and white point adjustments
- Software compatible with Adobe PhotoShop Plug-in interface

E3.3.3. A 35mm image scanned in at 2,000 DPI should yield approximately a 15 to 18 megabyte file size, depending on the content of the image.

E3.3.4. 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).

E3.3.5. 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.

E3.3.6. Corrections: Do not make corrections to Levels, Auto Levels, Curves, Color Balance, and Brightness/Contrast. Since monitors are calibrated differently, what you see on the monitor is usually not what is not what output devices produce.

E3.3.7. Orientation: Ensure the image is correctly oriented prior to saving in JPEG format.

E3.3.8. 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.

E3.3.9. File Size: Make no adjustments to the file size.

E3.3.10. File Type and Name: Save in the Joint Photographic Experts Group (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 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.

E3.4. Captioning: Chapter 2 of the "DoD Imagery and Caption Style Guide" 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.

E3.5. Compression: When scanning in Adobe PhotoShop (both Mac and PC versions), the JPEG setting should be adjusted to maximum image quality. JPEG compression settings shall be set to 10:1 (Quality Level #8: "Maximum"). Images are compressed only after all enhancements/corrections have been completed. If an image needs to be saved while working on changes, it must be saved in a lossless file format (i.e. TIFF, PhotoShop's native format). Compression to a 10:1 ratio for transmission purposes ensures that the image will meet both JCCC and DVIC compression standards.

E3.6. 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.

E3.7. 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 DoD.

E4. ENCLOSURE 4

DoD (ARCHIVAL) DIGITAL CAMERA IMAGE GUIDELINES

E4.1. This document provides guidance on the standards to be used with digital formats. It is necessary to insure that the most useful file size and type are sent to the Defense Visual Information Center (DVIC) for inclusion in the still media records collection. Adhering to these standards will protect the archival quality of permanent DoD visual information records and insure their widest possible dissemination.

E4.2. 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 DoD 5040.5, "Alteration of Official DoD Imagery."

E4.3. Digital Camera Original Images. The purely digital image has had tremendous impact on the quality of archival imagery. As the technology improves, we expect to see significantly increased use of digital cameras. While these images are not yet equal in quality to film, they are used extensively in capturing important images that are used at the National Command Authority level. In accordance with the DoD Instruction 5040.bb, 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.

E4.3.1. Digital Camera Originals. Digital camera originals should be sent to the CAP for the DoD archives as raw digital camera or TIFF files. These uncorrected file formats will ensure that the highest quality is preserved as the master original.

E4.3.2. Downloading Images from a Digital Camera: Selected digital camera originals shall be saved to a hard drive as raw or TIFF files with embedded IPTC caption information if the format provides for such caption information. These images can be 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.

E4.3.3. 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.

E4.3.4. Cropping: Do not crop.

E4.3.5. Corrections: Do not make corrections to Levels, Auto Levels, Curves, Color Balance, and Brightness/Contrast. Since monitors are calibrated differently, what you see on the monitor is usually not what output devices will produce.

E4.3.6. Orientation: Ensure image is correctly oriented.

E4.3.7. Image Size: No change will need to be made to the image size of a digital camera original file.

E4.3.8. File Size: Make no adjustments to the file size.

E4.3.9. 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.

E4.3.10. Captioning: Chapter 2 of the "DoD Imagery and Caption Style Guide" 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.

E4.3.11. Compression: Do not compress.

E4.3.12. JPEG Files. Selected digital camera images ("highlight Photography") will need to also be "saved as" JPEG files for transmission to the JCCC in accordance with the standards set in this section.

E4.4. 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 DoD.

E5. ENCLOSURE 5**IPTC HEADER FIELD GUIDE**

Field Name		Field Contents for DoD Images	
IPTC Header Name	DoD Required Information		
Object Name	VIRIN	<p>Enter the Visual Information Record Identification Number</p> <p>Format: YYMMDD-(Service Letter –These are the same as shown in the Service Shown field below)-SSN(last Four only)R(first letter of Photographer's last name)- 000(sequence number of image for that day, starting with 001)</p> <p>For example: 960115-F-1207R-001</p>	
Urgency	Not Used	Make no entry in this field	
Category Code	Service Shown	Enter the code for the service Branch of the subjects in the Image. The codes are:	
		Code	Meaning
		A	Army
		C	Coast Guard
		D	DoD Civilian
		F	Air Force
		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 multinational)
		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 subject at all in the picture)		

Field Name		Field Contents for DoD Images
IPTC Header Name	DoD Required Information	
Supplemental Categories (Note: PhotoShop allows many entries in this area. Please limit your entries to these four:	Classification	Normally this should be Unclassified can be FOUO. The JCCC can handle up to Secret, however you must 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 can contact the photographer/editor in case there are questions about the images. The number is expected to become invalid quickly.
	Photographer's 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 can contact the photographer in case there are questions about the images.
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.
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.
Date Created	Date Shot	The date the image was taken. This date must match the date in the VIRIN's date. The format is: YYYYMMDD.
Byline	PH Rank & Name	The photographer's Rank and Name (first and last names).
Byline Title	PH Home Unit	The photographer's Home Unit.
City	Base/Locale	The base or locale of the shoot.
Province-State	State/Prov.	The state or province of the shoot, use the two letter codes.
Country	Cntry/Area	The country or area of the shoot. Use the three-letter code. For ocean areas enter the area, i.e. IOR (Indian Ocean Region), for aerals use either the country code for the country being flown over, or the ocean area code for the ocean being flown over.
Headline	Operation/Exercise Name	The name of the operation or exercise. If not part of an operation or exercise, leave blank.

Field Name		Field Contents for DoD Images
IPTC Header Name	DoD Required Information	
Credit	PH TDY Unit	The unit the photographer was temporarily assigned to during the shoot (must be on official orders). If not assigned then leave blank.
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).
Caption	Caption	Enter the caption information here in accordance with the guidelines of Chapter 2. 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 should be no more than 100-150 words. When identifying two or less individuals their names should be in the body of the caption. With three or more individuals, list their names at the end of the caption.
Caption Writer	Caption Writer	The name of the individual writing the caption. This applies if you edit the caption written by the photographer.
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.

E6. ENCLOSURE 6

INSTRUCTIONS FOR HANDLING ARTWORK AND GRAPHIC MATERIALS

E.6.1. The following Table covers stand-alone artwork that meets the following criteria:

E6.1.1. Is used for recruiting

E6.1.2. Depicts DoD-related events, places, persons, activities, equipment, sites, or weapons

E6.1.3. Is generated as part of a DoD VI production or a multimedia production.

E6.1.4. 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.

E6.1.5. Consists of or depicts unit or organizational insignia, logos, or other designators

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

Computer-generated	Disposition Instructions
Computer-generated pictures, montages, drawings, graphs, charts, cartoons, and two-dimensional pictorial images	<p>For digital image of the artwork:</p> <p>Send a high resolution image to the CAP</p> <p>For computer-generated hard copy visual media output</p> <p>See applicable records schedule for disposition instructions</p>
Digitally-altered images, including annotated, partially enlarged, overlaid, or digitally-sharpened images	<p>For digital image of the artwork:</p> <p>Send a high-resolution image to the CAP along with caption data describing the nature and purpose of the digital alteration.</p> <p>For computer-generated hard copy visual media output</p> <p>See applicable records schedule for disposition instructions</p>
Digitally produced 3-dimensional-appearing objects, including holographs, animations, graphs, and ‘virtual’ statues and sculptures.	<p>For digital image of the artwork:</p> <p>Send a high-resolution image to the CAP along with any software needed to display or reproduce an image of the object.</p> <p>For computer-generated hard copy visual media output</p> <p>See applicable records schedule for disposition instructions</p>

E6.2. The following Table covers stand-alone artwork that does not meet the criteria listed in Item E6.1.

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