



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 3104.1
B 034
27 JUN 2001

MARINE CORPS BASE ORDER 3104.1

From: Commanding General
To: Distribution List

Subj: COMBAT VISUAL INFORMATION SUPPORT

Ref: (a) MCO 3104.1

1. Situation. As directed by reference (a), this Order revises the policy pertaining to centrally managed Visual Information (VI) support aboard MCB, Quantico.

2. Cancellation. MCBO 5290.1, MCBO 5290.2, and MCBO 5290.3.

3. Mission

a. The Combat Visual Information Center (CVIC) exists to support VI requirements for MCB and tenant activities in a professional and cost-effective manner.

b. VI support consists of graphics, photography, videography, video teleconferencing, temp loan of audiovisual (AV) equipment, operation of the commander's channel (QTV channel 49), and cable liaison for the MCB cable television franchise agreement.

c. Management of AV equipment, which includes:

(1) Contracting Officer Representative for the AV equipment maintenance contract.

(2) Technical oversight of all AV equipment purchases in order to maximize interoperability, standardization, and supportability via the AV equipment maintenance contract (i.e. CVIC must authorize all AV equipment purchase orders, including AV specialty equipment in support of Military Construction (MILCON) projects).

d. CVIC Quantico also supports training device requirements; to include operation of Ellis Hall and oversight of Contractor and Operator Maintenance Support (COMS) for training devices.

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e. Administration of all AV equipment consolidated memorandum reports (CMR).

4. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) CVIC personnel will endeavor to provide world-class VI support to all MCB units and tenant commands. To the greatest extent possible, CVIC personnel will say, "yes" to requests for support.

(b) CVIC customers will use discretion and good judgment to ensure that their VI product/service requests support mission requirements.

(c) CVIC may enter into support agreements with other Federal and DoD agencies. This is especially relevant to Marine Corps activities east of the Mississippi River and resident within Marine Security Guard Battalion.

(2) Concept of Operations

(a) In accordance with the reference, CVIC personnel will find a way to support all VI requests that are not "illegal, immoral or unethical". In cases where the request exceeds CVIC capabilities, support may be defined as research, coordination, or liaison with other DoD or civilian VI activities.

(b) CVIC business hours begin at 0730, conclude at 1700, and include the lunch hour. Requests that fall outside of normal business hours will usually receive favorable consideration.

(c) CVIC will augment Combat Camera missions during contingency operations.

b. Subordinate Element Missions

(1) Comply with the intent of this Order.

(2) CVIC customers are responsible for ensuring their requests for VI products and services are legal and support valid mission requirements.

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c. Coordinating Instructions

(1) Coordinate VI support with the CVIC customer service desk.

(2) Phone numbers and additional information are available at the CVIC website: <http://www.quantico.usmc.mil/g3/CVIC/index.htm>

(3) Issues regarding higher-level review should be addressed with the MCB AC/S, G-3.

5. Administration and Logistics

a. CVIC is funded to support most MCB VI requirements.

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

c. Tenant activities and other Federal agencies within the National Capitol 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. Current fees are listed on the CVIC website at:
<http://www.quantico.usmc.mil/g3/CVIC/index.htm>

d. 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.

e. All customers will be required to reimburse CVIC for color copies.

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

g. Customers are required to provide transportation for photographic support and classified material.

6. Command and Signal

a. Signal. This Order is effective upon the date signed.

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b. Command. This MCBO is applicable to MCB and all CVIC customers.



D. L. WRIGHT
Chief of Staff

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