DEPARTMENT OF THE ARMY
Corps of Engineers, Omaha District
106 South 15th Street
Omaha, Nebraska 68102-1618

OM 25-1-1

CENWO-IM-C

20 June 2003

Memorandum
No. 25-1-1

Audio-Visual Services
PHOTOGRAPHY

History. This publication is a revision of DM 108-1-1, dated 26 January 1977.

Summary. OM 25-1-1 provides guidelines for an effective photography program within the Omaha District.

1. Purpose. Details the photographic services available, prescribes and implements District policies and procedures, and outlines general responsibilities to obtain adequate photographic coverage for all purposes.

2. Applicability. Applies to all elements of the Omaha District and serviced organizations. Requirements are effective as of the date of publication.

3. References.

a. DoD 5040.5, Alteration of Official DoD Imagery, dated 29 August 1995.

b. AR 25-1 (Chapter 7), Army Information Management, dated 31 May 2002.

c. DA Pam 25-91, Visual Information Procedures, dated 30 September 1991.

d. ER 25-1-90, Information Management Visual Information, dated 30 June 1989.

e. ER-25-1-91, USACE Digital Visual Library, dated 01 May 1998.

f. ER 360-1-1, Public Affairs, dated 01 April 1991.

g. ER 500-1-1 (Chapter 4, Para. 4.3, f(1)), dated 30 September 2001.

h. OM 10-1-2 (App. k.4.l), dated 01 July 2002.

4. Responsibilities. The following is an outline stating the various categories of photography, frequency required, and responsibilities of District Office elements in obtaining adequate photographic coverage for all purposes.

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a. Public Information Photographs: This category includes any photographs representative of the district's mission to include specific functions, District projects and activities, and which can be used advantageously in the Public Information Program. As the activities occur, photos are to be taken by the Public Affairs Office, the Photo Unit, or the appropriate area office, and are the responsibility of the Chief, Public Affairs Office. The selection and release for publications are also a Public Affairs Office responsibility. Coverage should be sufficient to adequately record the important features. Color prints and 35mm color slides are recommended. Digital images are also acceptable only if taken using the highest quality setting on the camera. Send images in .TIFF or .JPEG format.

b. Documentary/Record Progress Photographs: Each Construction Field office will take progress photos to document construction progress and provide a basis for evaluation of claims against the Government or contractor. All elements of construction should be well documented. The recording of defective workmanship, alleged changed conditions, and contractor's performance on the job should be considered an integral part of the project's documentation. Photos will be taken periodically over the course of construction with maximum intervals to show conditions at 0-, 25-, 50-, 75-, and 100-percent of project completion showing all sides of the project. Include aerial views if possible. These should be photographed on color negative film. One print and negative will be sent to the Photo Unit, CENWO-IM-C, for insertion into the official contract files. Slides should also be done at least quarterly and sent to Construction Division.

c. Special Purpose Photographs. These are photographs taken for a specific purpose such as a report, recording of a specific process, an accident scene, or event. Photos may be taken by Area offices, all elements of the Omaha District, or services may be requested of the Photographic Unit, Omaha District on NWO Form 1756.

d. Competition Photographs: These require high quality custom photographs for submittal of contest entries in the Annual Award Competition, the Chief of Engineers Distinguished Design Awards Program, the Department of Defense Awards Program, and the Air Force Design Awards Program. A minimum of two photos of the undisturbed site prior to construction, aerial photos showing compatibility of the project to the environment, the entire site using ground-based photographs of all sides, and photos of pertinent details which explain the project. Photographs must consist of color prints, and color 35mm slides, all in sufficient number to ensure thorough coverage. The Design Branch, Architectural Section of Engineering Division, Omaha District is responsible for obtaining and selecting photos to be entered in competition.

e. Recreation Activity Photos: These consist of photo coverage to show usage of recreation facilities on projects constructed by the Omaha District. Each operational lake project is responsible for maintaining a photographic record of significant project activities. On a quarterly basis, the Project Manager will select and forward to the Photo Unit, a minimum of ten original 35mm color slides, color photos, or black & white photos with negatives and captions. These will be placed in a central file for all offices to use.

f. Disaster Coverage: Photo coverage in the disaster area will consist of still photography, color prints, color slides and video tape recording. The Public Affairs Office, under the direction of the

Emergency Operation Manager, will be responsible for all Omaha District photographic coverage. Facilities and services of the Omaha District Photo Unit will be used if feasible. However, intra-divisional

assistance may be requested through the Emergency Operations Manager, or photographic contract services may be obtained.

g. Contracting Photographic Services: If contract photographic services are acquired, the following requirements shall be met: all negative images shall be in 6x7 or 6x6 format or 35mm slides to ensure sufficient quality for enlargements, all images and negatives become the property of the Omaha District, one set of prints and the original negatives will be sent to the Photo Unit for inclusion in the history files.

5. District Photo Unit: Under the direct supervision of the Customer Assistance Branch, IM, this unit will service all elements of the Omaha District, operating as a facility account. All services and supplies will be requested on a reimbursable basis using NWO Form 1756, Request for Visual Information Services . Services available will include:

a. Still Photography: Aerial, ground, and studio, in color and in black and white, involving the use of various camera formats, special lighting (quartz floods and electronic flash), and special lenses such as perspective control lenses for architectural photography.

b. 35mm Photography: Macro (ultra-close-up), studio, field and aerial; copies, reductions, and conversion of large transparencies into 35mm slides.

c. Videography: Provides and controls all video coverage for the documentation, training, monitoring, production and information needs of the District. Provides editing capabilities, audio dubbing and tape duplication (S-VHS and VHS), motion picture and slide transfer to videotape utilizing in-house personnel or local contractors. Monitors all video and related equipment purchases and their use.

d. Aerial negatives: Black and white or color contact prints, or enlargements to a specific scale from 9 x 9 negatives or positives. Negatives are sent to a contractor for printing. These negatives belong to and are filed in Surveys & Mapping Section, Engineering Division.

e. Photofinishing: Color, black and white roll, or sheet film processed and printed. 35mm slide processing, duplication or printing. After receipt by the Photo Unit, one to five days are required to process color prints, depending on format, five to seven days for black and white, one day for Ektachrome (E-6 process) and seven days for Kodachrome (K-14 process) slides. Processing and printing services will be requested on NWO Form 1756. In the event processing time is a critical factor, field offices are authorized to obtain processing services locally. Reviews all exposed film for quality photos for the District file and to ensure all film is used for official purposes only.

f. Reference Photo Files: Maintains a central slide and negative file for utilization by all District offices and projects. Provides guidance and monitors all other slide and negative filing systems within the District Office to assure their proper identification and accessibility to other District offices and projects.

g. Photographic Supplies and Equipment: Film and videotape supplies are maintained for use by District personnel. Cameras, slide projectors, 16mm motion picture projectors, video monitors and video cassette players, and miscellaneous A-V equipment are available for District use. Monitors the purchase and use of all District photographic equipment.

h. District Conference Facility: Operates and oversees maintenance and purchase of equipment in District Conference/Presentation Facility. Serves as consultant to other offices using this equipment. Aids and provides backup for Video Teleconferencing services.

i. Digital Imaging Services. Provides Digital Imaging services utilizing digital cameras, film and flatbed scanners, film recorder and Dye Sublimation printers. Captures images using digital cameras, by scanning prints, negatives, or transparencies up to 4 x 5 inches. Will provide images as photo prints, film negatives or transparencies, or as digital files on electronic media (CD or disk). In conjunction with the Public Affairs Office, selects and submits images to the USACE Digital Visual Library on a quarterly basis. Images are submitted with ENG Form 5067-R as slides or prints with negatives. Maintains files of images submitted and verifies caption information. Web site is: http://images.usace.army.mil.

FOR THE COMMANDER:

TONY B. DAVIS
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