



UNITED STATES MARINE CORPS  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20005  
CAMP LEJEUNE NC 28542-0005

5530  
G-3/5  
JUL 06 2017

COMMANDER'S POLICY LETTER 05-17

From: Commander  
To: All Marine Corps Installations East Commanders and Marine Corps Installations East-Marine Corps Base, Camp Lejeune General and Special Department Heads

Subj: REGIONAL PHOTOGRAPHY/VIDEO POLICY

Ref: (a) 18 U.S.C. §795, Photographing and Sketching Defense Installations  
(b) DoD Instruction 5200.08, "Security of DoD Installations and Resources and the DoD Physical Security Review Board (PSRB)," December 10, 2005  
(c) U.S. NORTHCOM Force Protection Directive 08-059  
(d) MCIEAST-MCB CAMLEJO 3710.30  
(e) MCO P5530.14

1. Purpose. To establish a photography/video policy for image gathering activities on Marine Corps Installations East (MCIEAST) Installations. Additionally, to develop uniform procedures for requesting to take photographs or videos, or make sketches, drawings, maps, or geographical representations of MCIEAST Installations while protecting designated air and surface based restricted areas, critical infrastructure, and operational security.

2. Information

a. MCIEAST is required to implement security policies and procedures that ensure the safety and protection of personnel, equipment, and facilities located aboard MCIEAST Installations. As the home and workplace to military personnel, civilian government employees, contractors, family members, and visitors; MCIEAST policies must be developed to enhance security, provide flexibility to tenant commands to meet their operational requirements, and ensure residents/visitors of the Installations are not unnecessarily burdened.

b. The Commander is responsible for controlling photography/videos, official and unofficial, within the command, regardless of whether the photographers are attached to the Department of Defense (DoD) or are private citizens. This policy letter establishes the photography policy for MCIEAST Installations and clearly defines where and when photography/video and other image gathering activities are authorized. This Policy is applicable to military personnel, government employees, contractors, family members, and visitors.

c. The taking of photographs/videos within this command or those areas under the cognizance of the Commander is forbidden, unless specifically authorized by the Commander or his delegated representative.

d. Violations of this policy by military personnel may result in disciplinary action under the Uniform Code of Military Justice. Non-military

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personnel found violating this policy may be barred from further entry onto the installations or prosecuted in accordance with reference (a).

e. In accordance with reference (a) and in the interest of national defense, it shall be unlawful to take, capture, or transmit unauthorized photographs, videos, or images, or render sketches, drawings, maps, or geographical representations of a United States military Installation or facility, or do the same of equipment without first obtaining the permission of the Installation Commander. This includes, but is not limited to, designated restricted areas such as airfields, critical infrastructure, and sites that contain classified material.

f. Photography and video/image-gathering or transmission by civilian news media representatives must be approved by Public Affairs Officer (PAO) and conducted only with a PAO escort. Tenant organizations with an assigned PAO are authorized to grant approval for photography/video/image-gathering and transmission operations within their respective areas provided they first coordinate with the Installation's PAO.

g. Uniformed military personnel and DoD civilian employees are authorized to take photos/videos or capture images in designated restricted areas as part of their official duties when authorized by appropriate authority having jurisdiction over the restricted area.

h. Photography/video recording and/or image capturing by contractors working for the government must be approved in advance by the Contracting Officer Representative (COR) in coordination with the PAO. The government organization with the contract requirement is responsible for obtaining approval by contacting the PAO no later than five working days prior to the effort's start date at (910) 451-5655. The PAO requires the following information for approval: start/end dates of photography/video recording and/or image capturing period, name(s) of photographer(s), name(s) of contractor organization(s), location of photography/video recording and/or image capturing, purpose of contract and effort, and the name of the COR or other government point of contact.

i. In accordance with reference (c) 360° photography/video recordings and/or image capturing (i.e., in support of Google Maps or other commercial mapping websites) of installation facilities and highways are prohibited. Furthermore, commercial vehicles suspected of having imaging or surveillance capabilities will be denied access from MCIEAST Installations unless they obtain authorization by the Installation Commander.

j. Installation Commanders may approve photographic/video and/or image capturing overflight of the Installation when requested by adjacent jurisdictions provided they have a government sponsor and the videos or images requested are limited for use by the requesting jurisdiction and only for the intended purpose(s) which was vetted via appropriate staff and approved by the Installation Commander. The produced images shall not be available for access or use by others including through public access or sale. Additionally, Installation Commanders will develop procedures to review photographs/videos/images to identify any visual representations of restricted areas that are required to be censored or blocked from inclusion in the hard or soft copy files, e.g., image products, database, etc.

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k. Except as previously specified, there are no restrictions on unofficial personal photography/videos/image capturing by DoD Identification cardholders aboard MCIEAST Installations of non-restricted areas. DoD identification card holders must ensure that photography/video/image capturing devices do not inadvertently capture images of restricted areas. Photography in and around base housing is authorized, but care must be taken to exclude sensitive information such as unauthorized images of children, and Personnel Identifiable Information (PII) such as names and addresses of service members and their families. Furthermore, individual's images may be protected by publicity and privacy rights. This Policy does not waive any publicity or privacy rights of any individuals.

l. Unless otherwise specified or described herein, the general public may take photographs at open-to-public special events during the duration and within the venue area of the special event. Photography outside the venue of the special event is forbidden. Moreover, Military Department and other DoD component names, insignia, seals, symbols and similar marks may be protected as trademarks or service marks and may not be used in commerce without prior written permission. DoD Component Trademark Licensing Office contacts may be found at <http://www.defense.gov/Media/Trademarks/>.

m. Enforcement of this Policy is the responsibility of Installation Commanders, directors, tenant commanders, and other agencies. Suspected violations involving Marines and/or employees shall be dealt with at the lowest level, by immediately stopping the unauthorized activity and providing appropriate guidance. If the unauthorized activity is suspicious, or involves an unknown individual(s), the incident shall be immediately reported to the Provost Marshal Office (PMO) or Marine Corps Police Department (MCPD). Per reference (b), law enforcement officials are authorized to seize photographic or other visual imagery equipment from individuals suspected of violating this policy letter. In accordance with reference (a), willful violation of a defense security regulations may result in prosecution in Federal court.

n. Requests for clarification on where or when photography/videos and/or image capturing can be taken aboard shall be submitted to the appropriate installation staff as determined by the Installation Commander.

o. In accordance with reference (d), capturing video or other images whether still or otherwise using small unmanned aerial systems (such as, but not limited to, Drones) is prohibited unless specifically approved by the Installation Commander.

p. In accordance with references (d) and (e), official Government sponsored sketches, drawings, maps, or geographical representations of MCIEAST Installations are authorized for installation management. Sketches, drawings, map, or geographic representation must be destroyed using a cross cut shredder, incineration, or other method that makes the original document unrecoverable. Do not dispose of sketches, drawings, maps, or geographic representation containing PII or aggregated data in the general refuse collection system (e.g., trash can, dumpster, etc.).

3. Scope. MCIEAST Installation Commanders will ensure all personnel comply with this Policy.

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4. Action

a. Assistant Chief of Staff (AC/S), G-3/5 shall: Maintain the MCIEAST-MCB CAMLEJ photography/video policy and ensure that it is reviewed annually and updated as needed. In coordination with the AC/S, G-7, assign personnel from Installation Protection (IP) Branch and Aviation Plans and Policy (APP) Branch to serve as members of the base Aerial Overflight/Photography Working Group (AOPWG) to review requests to conduct overflights for the purpose of geospatial data collection/aerial photography. Coordinate with local tenant commands and other agencies to clarify issues related to the photography/video Policy.

b. AC/S, G-7 shall: Coordinate, review, and staff installation requests of aerial overflights for data collection aerial photography by external agencies with the assigned AOPWG members from Regional Geographic Information and Services (RGIS), APP, IP, and Physical Security.

c. AC/S, G-F shall: Assign personnel from RGIS as member of the base AOPWG to review requests for GIS data collection/aerial photography. Ensure construction contractors request approval prior to any photography of their sites.

d. PAO shall: Serve as the Office of Primary Responsibility (OPR) within the command to receive official and unofficial photography/video/image capturing requests and coordinate the review and approval/disapproval process. Additionally, serve as the OPR to receive and vet requests from a COR to authorize contractors to take photography/videos and/or otherwise capture images aboard MCIEAST Installations. Ensure all media representatives granted access to MCIEAST Installations are aware of this Policy. Provide escorts for all authorized media representatives allowed on to ensure only authorized photographs are taken. Conduct a local media campaign using the base newspaper and social media to ensure public awareness of this Policy. Inform PMO/MCPD when conducting activities of official news media presence to limit suspicious activity calls concerning unauthorized photography.

e. Commanding Officer, Headquarters and Support Battalion shall: Respond to and investigate reports of unauthorized or suspicious photography/video recordings and/or image capturing aboard MCB CAMLEJ and Marine Corps Air Station New River. Assign personnel from Physical Security as working group member of the base AOPWG to review requests to conduct aerial overflights for the purpose of geospatial data collection/aerial photography.

f. MCIEAST Commanders, Department Heads, Tenant Commanders and other agencies shall:

(1) Implement the provisions of this Policy, and develop appropriate internal photography/video/image capturing policies and procedures to enhance the security of the installation and designated restricted areas such as airfields, critical infrastructure, and sites that contain classified material.

(2) Establish an OPR within your command to receive official photography requests and coordinate the review and approval/disapproval process.

(3) Ensure personnel are familiar with reporting procedures concerning violations of this policy, or other suspicious photographic activity to the

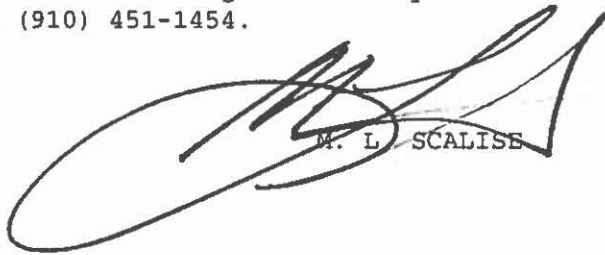
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local PMO/MCPD.

(4) Ensure restricted areas are posted with signage as delineated in reference (e).

(5) Ensure notification of the union representatives concerning this Policy guidance.

5. Point of contact concerning this Policy is the MCIEAST-MCB CAMLEJ AC/S, G-3/5, IP Branch (910) 451-1454.



M. L. SCALISE

Copy to:  
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