

SP BRYAN K. GRIGSBY  
USA SP PHOTO DET, PAC  
APO 96558

U.S. ARMY SPECIAL PHOTOGRAPHIC DETACHMENT  
PACIFIC



STANDING OPERATING PROCEDURES

1 MAY 1968

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HEADQUARTERS  
U.S. ARMY SPECIAL PHOTOGRAPHIC DETACHMENT, PACIFIC (6442)  
APO SAN FRANCISCO, 96558

STANDING OPERATING PROCEDURES

I. GENERAL:

A. PURPOSE.

To establish responsibilities and procedures for team OIC's and NCOIC's of the U.S. Army Special Photographic Detachment, Pacific.

B. SCOPE.

These procedures will be followed whenever possible, but are not binding in all situations. The OIC may vary these procedures at his discretion when deemed necessary.

C. MISSION.

The mission of the U.S. Army Special Photographic Detachment, Pacific, is to obtain photographic coverage in the Pacific area as specified by the Department of the Army for production of motion and still picture film reports of the U.S. Army Elements engaged in the Cold War.

II. FUNCTIONS:

A. DETACHMENT HEADQUARTERS.

1. Coordinates the pictorial activities of the Detachment's photographic teams to assure that all necessary operations are covered photographically. Receives requirements and critiques from Department of the Army, Special Photographic Office, Army Photographic Agency, Washington, D.C. (See ANNEX "A").
2. Provides for and/or coordinates administrative and logistical support to photo teams as required.
3. Provides limited still picture laboratory processing.

B. SPECIAL PHOTO TEAMS.

1. Provides photographic coverage in 35mm color motion picture (sound and silent), 16mm color motion picture (sound and silent), and color stills as directed by Detachment Headquarters.
2. Maintains liaison with the in-country command and with Detachment Headquarters.
3. Perform administrative and logistical function required for the completion of the mission.

III. RESPONSIBILITIES:

A. THE OIC WILL.

1. Maintain liaison and coordination with Detachment Headquarters and with the in-country command.
2. Be responsible for insuring complete and adequate coverage of all assigned subjects and the subjects falling within the detachment mission.
3. Be responsible for maintaining security control, work schedule and team administration.
4. Act as director when required by the mission.
5. Supervise all team activity.
6. Maintain a working knowledge of current events through daily newspaper, radio, television and other available sources of information.

B. THE NCOIC IN ADDITION TO ASSISTING THE OIC WILL.

1. Maintain supplies and coordinate in-coming and out going shipments.
2. Insure the timely and complete preparation of captions.
3. Supervise and critique team members to insure high technical and professional standards.
4. When not working under an OIC the NCOIC assumes the responsibility assigned to the OIC.

C. SENIOR CAMERAMAN ON A PHOTOGRAPHIC ASSIGNMENT WILL.

1. Insure technical coordination as required (light levels, meter calibration, equipment maintenance, etc.).
2. Make shooting assignments to cameramen to insure complete coverage.
3. Maintain high standards of performance and conduct by the men working under him.
4. Insure timely forwarding of exposed film, sound recordings, and captions to the team Headquarters.

D. MOPIC AND STILL CAMERAMEN AND AUDIO SPECIALISTS WILL.

1. Maintain all equipment and supplies assigned to him.
2. Obtain all coverage assigned to him.
3. Prepare accurate and complete captions.
4. Insure proper identification of all coverage.
5. Perform other duties as directed.

IV. COMMUNICATIONS:

A. GENERAL.

1. Communications will be established with Detachment Headquarters immediately upon arrival in-country.
2. Initial contact will be by electrical message (with a back up copy of the joint message form air mailed to Headquarters), or by airmail when electrical means are not available.
3. Message will include addresses and recommended means for contacting the team (See ANNEX "C-3").

B. MESSAGES.

1. Message traffic will normally be written and/or released by the Adjutant of the in-country command with whom you are working.
2. OIC of local commcenter can provide information on access to the communications system when you have no contact with the local command.
3. OIC of the local message center or distribution center may provide you with access to the communications system and pick up point for incoming messages.
4. ANNEX "C-1" lists message addresses for USAPA and subordinate commands.

C. VOICE COMMUNICATIONS.

1. Voice communications are controlled by local regulation. Check local military telephone directory, in-country contact, or Post Signal Officer (OIC of commcenter) for access to the overseas switchboard and local regulations.
2. When booking overseas calls remember the precedences higher than routine and priority are reserved for commanders and the Joint Chiefs of Staff.
3. ANNEX "D" lists phone numbers for the Detachment and key personnel.

D. MAIL.

Mail addresses and pick up point may be arranged with in-country contact, local adjutant, mailroom, distribution center, or Army post office. Mailing addresses for possible use are included as ANNEX "E".

E. FIELD SUMMARY REPORT.

Field Summary Reports on pertinent matters will be forwarded by airmail each week to the Commanding Officer, U.S. Army Special Photographic Detachment, Pacific. ANNEX "F" contains a sample Field Summary Report.

V. LIAISON WITH IN-COUNTRY COMMAND:

Prior to entering a country a message will notify the in-country command of your arrival and request logistical support. A project officer from the in-country command may be assigned as liaison to aid in story contacts. The OIC will insure that the appropriate levels of command are notified of coverage in their area. Information Officers can generally provide the necessary contacts with the appropriate operations officers (J-3, G-3 or S-3) to provide necessary approvals, cooperation and support.

## VI. STORY APPROACH:

### A. GENERAL.

All coverage will follow the story approach, telling a story completely and concisely.

### B. MOPIC.

1. Coverage must have a beginning, climax, and ending. The OIC, NCOIC, and photographer(s) who will shoot the story should, whenever possible, sit down together and draw up a rough draft, and a tentative shooting outline to insure continuity and prevent unnecessary duplication and over shooting.

2. Coordination with agency or unit to be photographed will be made.

3. Staging action, with the exception of combat, is acceptable as long as it depicts an activity which is a routine occurrence and does not present an adverse impression.

4. AT NO TIME WILL COMBAT SITUATIONS BE STAGED.

### C. STILL COVERAGE.

1. Each still photo should tell a story by itself, although a still story will usually include a series of pictures.

2. Anticipate the action. Be able to know or guess what is going to happen, to catch the peak of the action.

## VII. PREVENTIVE MAINTENANCE:

### A. GENERAL.

1. All men are responsible for preventive maintenance. This includes care in operating and cleaning equipment, frequent inspections of equipment to detect the presence of fungus or corrosion, and some minor adjustments, such as tightening accessory screws. Cleanliness of items and detection of faults are the most important factors in preventive maintenance. Major adjustments are performed by specialized maintenance personnel. Maintenance personnel are responsible for the replacement of worn parts general overhauling of equipment, and adjustment of synchronizers, shutters, and rangefinders. Only qualified maintenance personnel should be permitted to repair or adjust operating mechanisms of equipment.

2. Cameras and equipment needing 2nd echelon or higher repair or replacement will be shipped to U.S. Army Special Photo Det., Pacific, via registered air mail. The complete camera set will be returned to Detachment Headquarters.

3. A message will be sent to Commanding Officer, U.S. Army Special Photo Det., Pacific, listing item, date shipped, registered number.

### B. LENSES.

Keep lenses clean and free from sand, dust, oil, and other foreign matter. To avoid scratching lens when cleaning, blow off the dust, or carefully remove it with a camel's hair brush, special lens cleaning tissue or

cotton. Lens cleaning fluid should always be used to prevent dust scratches in the lens coating. Use gentle circular motions while cleaning. In warm moist climates, use a lens cleaning fluid to check fungus growths.

#### C. MOTION PICTURE CAMERAS.

1. Since the precision mechanism of a motion picture camera can be harmed by breakage or stoppage of the film within the camera, correct loading is the first requirement in preventive maintenance. Maintain the film loops specified for the particular camera. Sprockets must engage film perforations properly. Make sure that the film slides smoothly through the gate. If necessary, practice with dummy film until the procedure is mastered.

2. Electric motor operation of motion picture cameras requires frequent checks of motors, cables, and batteries. Clean all battery cables connections before and after each use.

3. Check cameras daily for appearance and condition of cameras' apertures, gates, sprockets, magazines and take-up spools. Always store motion picture cameras in their cases and in a dry place.

#### D. STILL CAMERAS.

Still cameras must be cleaned daily and all accessible parts checked for correct performance. Any adjustments of the rangefinder, footage scale indicator, shutter speeds, and synchronizers are handled by maintenance personnel.

#### E. EQUIPMENT AND PARTS.

1. Batteries. Check storage batteries for photographic equipment before each assignment, and make certain that the batteries have been properly charged. Also, check and replace dry cell batteries frequently. When the flash gun is not in use, dry cell batteries should be removed.

2. Cases. Keep all equipment in protective cases when not in use.

3. Filters. Handle filters by the edges only.

4. Knobs. Do not force any knob or other adjustment beyond its natural rotation or movement.

5. Motion Picture Camera Release. Watch the release on the Eyemo motion picture camera. Rough handling will bend the release so that the camera will not function.

6. Still Camera Shutter Tension. Always release the shutter tension on a camera before putting it away for even a short period of time.

#### F. RECORDING EQUIPMENT.

1. When out of use, turn the tape transport control to its mid position.

2. Never leave discharged batteries in the tape recorder. If the recorder is not to be used for some time, remove batteries as a precautionary measure.

3. Protect the tape recorders from sand, sea, being dropped, or from mechanical shock. Do not subject it to rapid changes of temperature, or to the curiosities of unqualified personnel, and above all, from vibrations.

4. Clean and lubricate heads after each use before storing, or when a visible build-up of oxide is noticeable on the heads. Remagnitize heads at least once per month or when exceptional hissing is heard.

## VIII. CAPTIONS:

### A. GENERAL.

1. Captions are equally as important as the film which they describe.

2. Captions will comply with AR 108-5, Section III, Para 18. (See ANNEX "B-1").

3. Captions will be checked by the NCOIC and passed to the OIC who will initial the Detachment Headquarters copy prior to shipment.

4. Captions will be typed completely and accurately.

5. Captions will refer to previous shipments when applicable.

### B. STILL CAPTIONS.

1. Still captions will be typed on bond paper with three (3) carbon copies.

a. The original and one (1) copy will be shipped with the exposed film as one package.

b. One copy will be airmailed to Detachment Headquarters.

c. The remaining copy will be retained by the team as a file copy.

2. In addition to the heading, the captions will include three parts:

a. A summary including complete identification, subject matter, all available background information, and a general description of coverage.

b. A master caption or one sentence summary to be used as lead-off for all individual captions.

c. A finished caption for each shot (to continue from master caption).

3. Sample still caption see ANNEX "G-1".

C. MOPIC CAPTIONS.

1. MOPIC captions will be typed on standard four (4) page MOPIC captions sheet (DA Form 11-198) with two (2) additional carbon copies. (See ANNEX "G-2").

a. The original (white) and two (2) carbon copies (green and pink) will accompany the film when shipped.

b. The yellow copy will be airmailed to Detachment Headquarters.

c. One of the added copies will be kept for the team files.

d. The remaining added copy will be sent to Chief DASPO with the film shipment.

2. MOPIC captions in addition to the completed heading will include:

a. A summary containing an identification of the subject matter, a description of the coverage and all additional background information possible. This information will be expanded by writers when prepared for release.

b. A breakdown of action by roll and shot including identification of personnel and equipment.

D. SOUND MOPIC CAPTIONS.

1. Captions for sound MOPIC Rolls will be prepared following the instructions of "C,1" above. Summarys will include planned use of track in edited picture. (See ANNEX "G-3").

2. Camera cards will be used to reflect all shots in each roll. The appropriate indications of scene numbers, print or hold takes, footage and use of sound will be made. (See ANNEX "G-4").

3. Sound tape reels of sync sound will be numbered and marked to correspond to it's picture portion. Verbatim transcription of sound track is not required on captions. Wild tracks will be fully identified by subject. A short description of each recording on the reel(s) will be included on the Sound Recording Card. (See ANNEX "G-5").

IX. SECURITY:

A. GENERAL.

AR 380-5 will be followed when handling classified material. (See ANNEX "H").

## B. STORAGE.

Arrangements should be made with in-country command or OIC of the nearest facility (classified files, distribution center, or message center), offering secure storage as specified by AR 380-5 to store any documents produced or received by a photo team.

## C. ACCOUNTABILITY OF CLASSIFIED FILM.

1. Any MOPIC film which is classified by a local command before shooting will have the classification indicated at the bottom of all slates.

2. All exposed but undeveloped classified film will be sealed in the film can or box with camera tape clearly stamped with the appropriate classification and a control number for the roll (box).

3. The control number of each classified roll will be registered on Document and Mail register (DA Form 455) with a complete description. Avoid including classified information on the register. Record of total MOPIC footage and total number of stills will be maintained by rolls.

4. Classified film will be shipped by the fastest secure means to CO, USAPA ATTN: CHIEF DASPO, in accordance with AR 380-5. Avoid prolonged storage in hot safes or vaults.

5. DA Form 1204 will accompany shipment. Signed and returned 1204 is relief for responsibility.

## X. SECURITY OF EQUIPMENT:

### A. GENERAL.

Security of team equipment is a requirement of all personnel. The OIC is responsible for transportation, storage, and security of team equipment and to insure proper supply accountability.

### B. SECURITY ENROUTE.

The OIC/NCOIC will insure that team equipment is properly accompanied, tagged, and accounted for during transfers and changes in modes of transportation enroute to destination.

### C. STORAGE SECURITY.

The OIC will insure that a secure storage area is provided and properly controlled for security of team equipment while on TDY.

### D. SHIPMENT OF EQUIPMENT.

Equipment being shipped from TDY locations will be inventoried prior to shipment by the accountable individual. Shipping documents or appropriate receipts will be maintained.

## XI. SHIPMENTS:

A. GENERAL.

1. All film will be shipped as soon as possible after exposure.
2. Film on different subjects will be wrapped in separate boxes. Each box will be considered a separate shipment. Film will be slated and labeled as separate shipments.
3. DCS number or other project identification number will appear on the bottom left corner of the package label.
4. A message regarding each shipment will be sent to the receiving Headquarters. Messages will include: date, DCS number, title, amount of film, cameraman, air bill number, registered mail number on other carrier identification. A message concerning a classified shipment will not include subject or classification unless the message carries the classification of the shipment. (See ANNEX "C-2").
5. Message subject for film shipments will be same as subject identification on captions. On all messages for film shipments CO, APA and CO, Pacific Det., will be info addresses if not otherwise included.
6. Upon receipt of registered mail from Detachment Headquarters, registered mail number will be removed from the package, marked with the date of receipt, and returned to sender.
7. Shipments will comply with AR 108-5, Section V. (See ANNEX "B-1").

B. MOPIC FILM SHIPMENTS:

1. MOPIC film will be shipped unprocessed to CO, USAPA ATTN: CHIEF DASPO.
2. MOPIC film shipments, will be by registered air mail unless OIC/NCOIC feel the pictorial value of the shipment dictates use of commerical air for expeditious delivery to CHIEF DASPO. Shipments by commerical air are sent collect and should insure that the statement "convert to Government Bill of Lading (GBL) at destination", appears on documentation.
3. Each can of MOPIC film and sound tape reel will carry a completed film can label. Captions will be placed on top of the film/tape so as to be easily found when opening the package. (See ANNEX "G-6").

C. STILL FILM SHIPMENTS.

1. Still film will be shipped unprocessed to CO, USAPA ATTN: CHIEF DASPO.
2. Still film will be shipped by registered airmail or fastest means possible if OIC/NCOIC feel the news worthy value dictates use of commercial means.

#### D. SHIPMENT OF EQUIPMENT.

1. Whenever possible equipment will be shipped as accompanied baggage with APA personnel. When the above is not feasible, equipment in need of repair or replacement will be sent to Detachment Headquarters via registered air parcel post.

2. Registered mail must be covered with brown wrapping paper and sealed on all seams with paper tape. Masking tape is not accepted for registered mail.

#### E. RECORD OF SHIPMENTS.

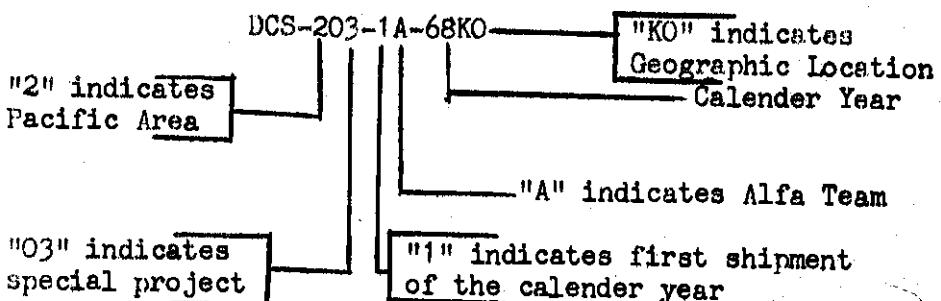
1. The team OIC will maintain a record of all shipments.

2. Record will include DCS or identification number, title, photographer, shipment means, quantity, registry or way bill number, and date of shipment. (See Sample ANNEX "I").

#### F. DCS NUMBER SYSTEM.

1. All film shot by photographic personnel of USASPD, PAC will carry a DCS number.

2. Following chart explains numbering system:



3. DCS 200 series will be used for team initiated projects.

### XII. PERSONNEL:

#### A. GENERAL.

It should be remembered that each member of a photo team in the field is a direct representative of his parent unit, Army Photographic Agency, at Department of the Army level as well as the Signal Corps. He is closely appraised by high-ranking members of in-country military commands with whom he coordinates and upon whom the team is dependent for support (mail, messages, transportation, etc.,). For this reason, military appearance, bearing, and courtesy is of the utmost importance at all times. Photographic projects are often made or broken on the basis of the first impression the local commander gets of the team's representative.

#### B. ADMINISTRATION,

1. The U.S. Army Special Photographic Detachment, Pacific, as a DA unit is a guest of the Pacific Command. It is attached to USA STRATCOM SIG GP, HAWAII for administrative support.
2. Personnel actions and administration which cannot be accomplished by teams in the field will be referred to Detachment Headquarters for action and referral to appropriate channels for accomplishment of requests.
3. OIC's will submit reports, statements and/or certificates concerning all circumstances surrounding disciplinary actions which suggest Article 15 or Court Martial action to Commanding Officer, Pacific Detachment for consideration.
4. In the event of a death of a team member, the OIC will claim all personal effects of the deceased and forward them together with any pertinent records, certificates and statements to Detachment Headquarters for necessary action.

C. DEPARTURE FOR TDY.

The OIC and NCOIC of each team departing Detachment Headquarters for TDY assignments will insure that each team member accomplishes the following:

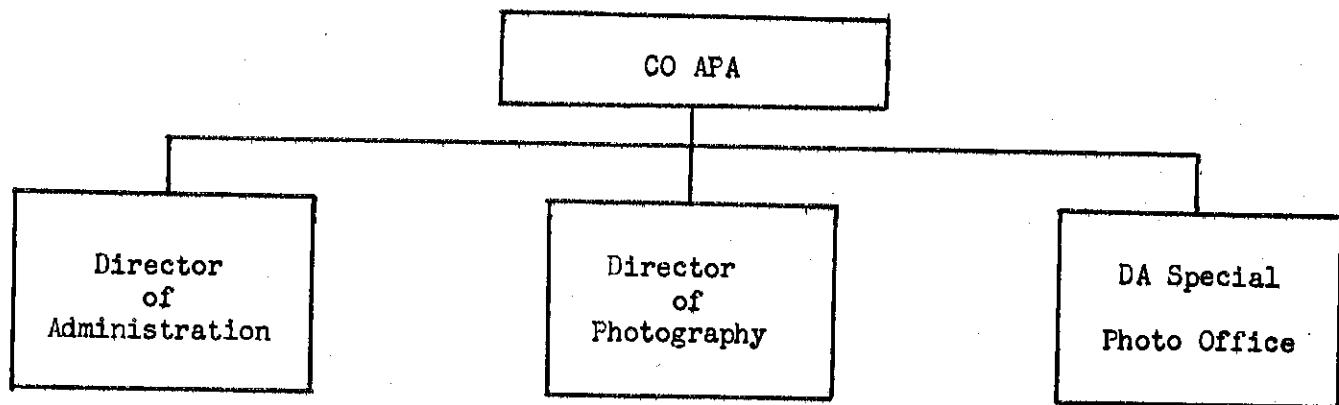
1. Draw advance per diem if so desired and carry yellow copy of voucher to TDY location.
2. Make adequate arrangements for the welfare of his dependents during his absence. (Checking account, pay by class "A" agent, etc.).
3. Informs the 1SG of disposition of personal mail. (Forwarding address if known).
4. Pick up passport from the 1SG and insure that necessary visas are in order.
5. Check immunization certificate and bring it up to date if necessary.
6. Possess individual dog tags.
7. Cameramen signs for individual equipment (complete camera set, light meter and tripod if applicable).
8. Each individual is issued (1) each pistol, caliber .45, holster and/or gas mask from Garrison, USAHAW when applicable.
9. Each team member picks up individual medical and dental records.
10. The OIC/NCOIC will insure that necessary flight bookings, TR's, MAC boarding passes, etc., are in order for each team member.
11. The OIC/NCOIC will see that the necessary transportation is provided for team members and equipment from Detachment Headquarters to airport.

12. The CO will brief team on assigned mission before departing Detachment Headquarters.
13. The OIC/NCOIC will insure that an ample supply of office expendables are drawn for the job assigned, when departing as a team to a location not presently established as a field team location.
14. The OIC/NCOIC will sign for all team equipment other than individually assigned equipment. (Example: lights, cables, typewriters, spare cameras, bulbs, spare light meters, battery packs, and tape recorders).
15. The OIC/NCOIC will insure that any advance in-country co-ordination is accomplished prior to departing Detachment Headquarters.
16. Each team member will sign out properly on DA Form 647 before departing on TDY.

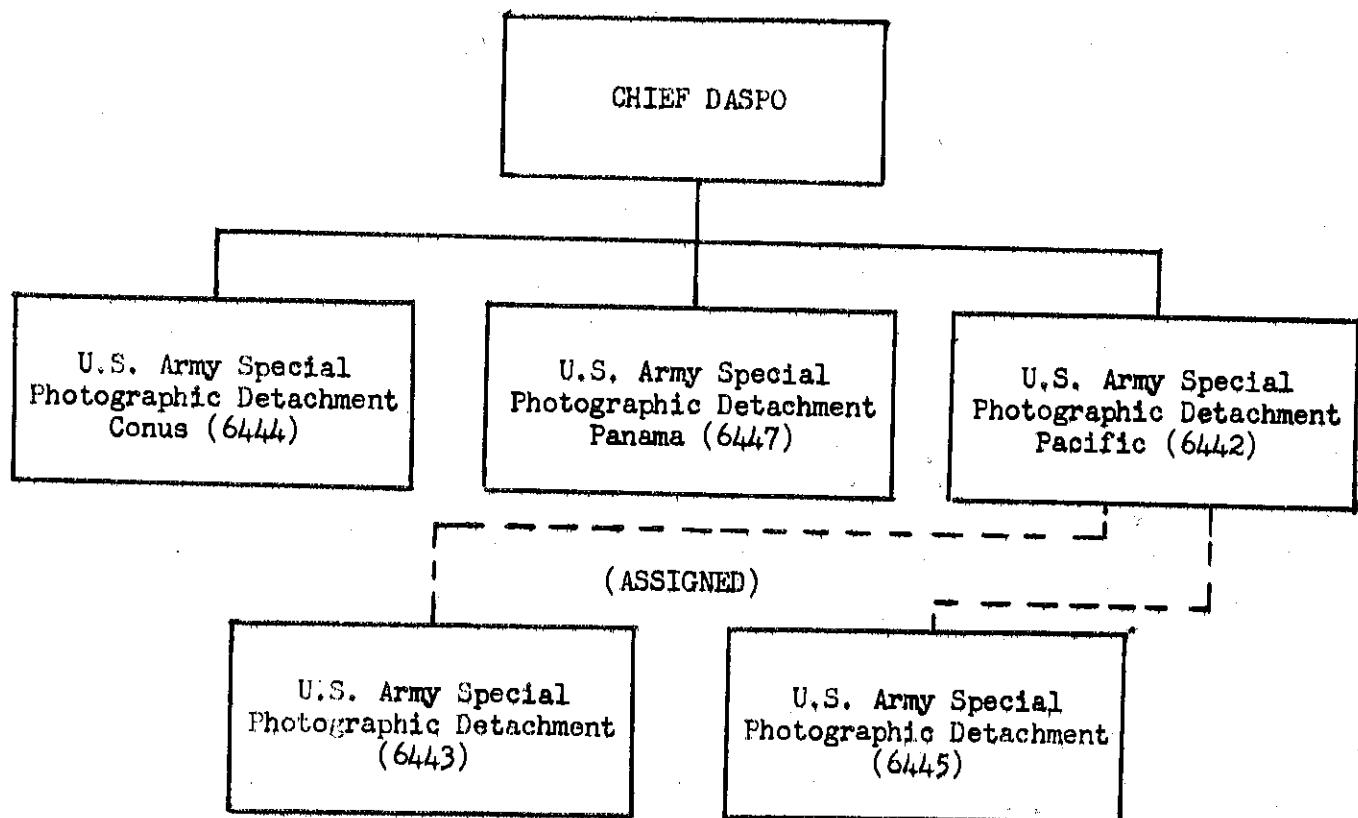
JOHN H. O'CONNOR  
Major SigC  
Commanding

ANNEX A  
ORGANIZATION  
CHARTS

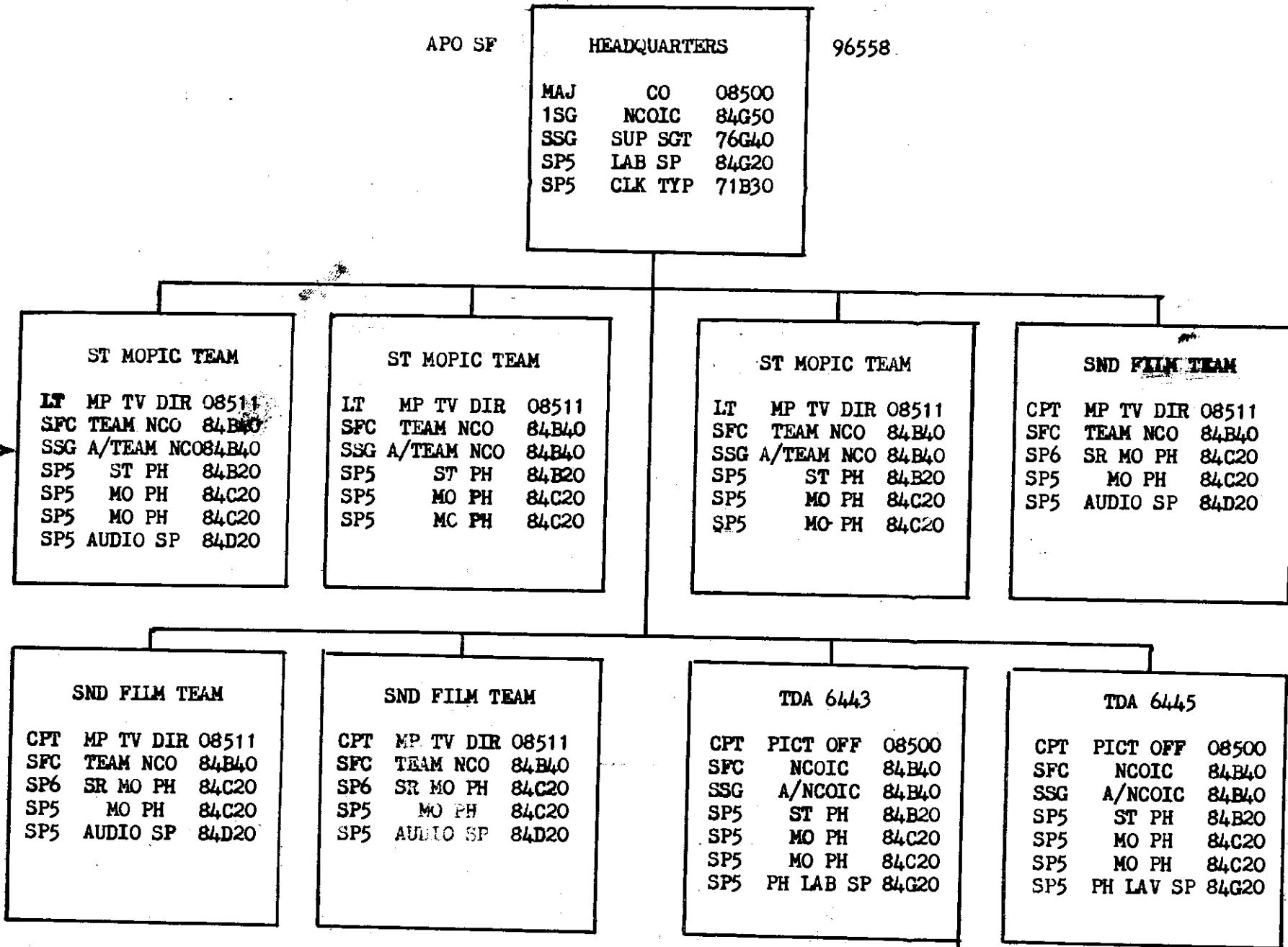
I. U.S. ARMY PHOTOGRAPHIC AGENCY



II. DA SPECIAL PHOTOGRAPHIC OFFICE (DASPO)



US ARMY SPECIAL PHOTOGRAPHIC DETACHMENT, PACIFIC



MESSAGE ADDRESSES:

1. USAPA  
CO, USA PHOTO AGENCY, PENTAGON, WASH D.C.
2. U.S. ARMY SPECIAL PHOTO DETACHMENT, PACIFIC  
CO, USA SPECIAL PHOTO DET., PACIFIC, FT SHAFTER HAW
3. CO, USA PICTORIAL CENTER  
35-11-35th AVE., LONG ISLAND CITY, N.Y.
4. COMUSMACV  
FOR OIC, DA SP PHOTO TM "C"
5. MACTHAI  
FOR PAO PASS TO, OIC DA SP PHOTO TM "B"
6. CG, USAEIGHT  
FOR CHIEF, PAO PASS TO, OIC DA SP PHOTO TEAM "A"

## JOINT MESSAGE FORM

## RESERVED FOR COMMUNICATION CENTER

SECURITY CLASSIFICATION  
UNCLASSIFIEDTYPE MSG  BOOK  MULTISINGLE  
 X  SINGLEANNEX C-2  
MESSAGES

## PRECEDENCE

ACTION  PRIORITY  
INFO  PRIORITYFROM: OIC, DA SPEC PHOTO TEAM "C"  
TO: CO, US ARMY PHOTO AGENCY, PENTAGON, WASH DC  
INFO: CO, USA SPEC PHOTO DET PAC, FT SHAFTER HAWUNCLAS#  FROM OIC, DA SP PHOTO TM: FOR CHIEF DASPO

SUBJ: FILM SHIPMENT

1. SHIPPED TO WASH 11 APRIL 68, DCS-200-56C-68VN, SUBJ: OPN PEGASUS, 700FT 16MM ECO, BY FAIRALL; FIVE ROLLS CPS 120 (54 EXP), BY BREEDLOVE. REG NO. 198. DCS-200-58C-68VN, SUBJ: CH-47B HELICOPTER, 500FT 16MM ECO, BY HAWES; SEVEN ROLLS CPS 120 (72 EXP), BY LARSEN, REG NO. 199. DCS-202-3C-68VN, SUBJ: EASTIER SERVICES, 200FT 16MM ECO, BY REIN; FIVE ROLLS CPS 120 (53 EXP), BY LARSEN. PAN AM FLT NO. 876/08. AIR BILL NO. 026-1 729 422.

2. SHIPPED TO HAWAII, ARRI-BL SET, 11 APRIL 68, REG NO. 201.

## SPECIAL INSTRUCTIONS

DATE	11	TIME	
MONTH		YEAR	
APR		68	

TYPED NAME AND TITLE

PHONE  
T 3957

SIGNATURE

RICHARD M. GRIFFITH  
1LT SIG C  
OIC, DA SP PHOTO TEAM "C"SECURITY CLASSIFICATION  
UNCLASSIFIEDTYPED (OR STAMPED) NAME AND TITLE  
RICHARD M. GRIFFITH  
1LT SIG C

REGARDING INSTRUCTIONS

JOINT MESSAGEFORM			RESERVED FOR COMMUNICATION CENTER														
SECURITY CLASSIFICATION			ANNEX C-3 MESSAGES														
UNCLASSIFIED																	
TYPE MSG	BOOK	MULTI	SINGLE														
PRECEDENCE																	
ACTION	PRIORITY																
INFO																	
<p>FROM: OIC, DA SPEC PHOTO TEAM "C"</p> <p>TO: CO, US ARMY PHOTO AGENCY, PENTAGON, WASH DC</p> <p>UNCLAS# _____ FROM OIC, DA SP PHOTO TM: C RVN</p> <p>SUBJ: NOTIFICATION OF ARRIVAL</p> <p>1. MESSAGE ADDRESS FOR TEAM "C" IN VIETNAM IS: COMUSMACV FOR OIC, DA SP PHOTO TM "C"</p> <p>2. MAIL ADDRESS IS: DA SP PHOTO TM "C" APO 96309</p> <p>3. COVERAGE ON DCS-298 BEGINS 4 MARCH 1968</p>																	
SPECIAL INSTRUCTIONS																	
<table border="1" style="width: 100%; text-align: center;"> <tr> <td>DATE</td> <td>TIME</td> </tr> <tr> <td>1</td> <td></td> </tr> <tr> <td>MONTH</td> <td>YEAR</td> </tr> <tr> <td>MAR</td> <td>68</td> </tr> <tr> <td>PAGE #</td> <td>NO. OF PAGES</td> </tr> <tr> <td>1</td> <td>1</td> </tr> </table>						DATE	TIME	1		MONTH	YEAR	MAR	68	PAGE #	NO. OF PAGES	1	1
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MAR	68																
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TYPED NAME AND TITLE JOHN C. BROWN 1LT SIG C OIC, DA SP PHOTO TEAM "C"		PHONE T-3957		SIGNATURE													
<p>TYPED (OR STAMPED) NAME AND TITLE JOHN C. BROWN 1LT SIG C</p>																	
SECURITY CLASSIFICATION UNCLASSIFIED			REGRADING INSTRUCTIONS														

ANNEX D  
VOICE COMMUNICATIONS DIRECTORY

I. USAPA WASHINGTON D.C.

COMMANDING OFFICER - - - - - OXFORD 73042  
CHIEF DASPO - - - - - OXFORD 59117

II. USA SPECIAL PHOTOGRAPHIC DETACHMENT, PACIFIC

COMMANDING OFFICER - - - - - 86-3855 (Duty)  
MAJOR J. H. O'CONNOR - - - - - 65-7234 (Home)

NCOIC - - - - - 86-3859 (Duty)  
1SG K. BRIDGHAM - - - - - 86-2970 (Home)

III. D.A. SPECIAL PHOTO TEAM ALPHA

OFFICER IN CHARGE - - - - - YOUNGSAN 3769  
NCOIC - - - - - ROOM 234 - 243 - 241

IV. D.A. SPECIAL PHOTO TEAM BRAVO

OFFICER IN CHARGE - - - - - BANGKOK 57439 EX 436  
NCOIC - - - - - BANGKOK 57784

V. D.A. SPECIAL PHOTO TEAM CHARLIE

OFFICER IN CHARGE - - - - - TIGER 4853  
NCOIC - - - - - TIGER 3795

I. MAIL ADDRESSES:

A. DEPARTMENT OF THE ARMY

OIC  
DA SPEC PHOTO TM "C"  
APO 96309

OFFICIAL BUSINESS

COMMANDING OFFICER  
U.S. ARMY PHOTOGRAPHIC AGENCY  
ROOM 5A470 PENTAGON  
ATTN: CHIEF DASPO  
WASHINGTON, D.C., 20310

ATTN: CHIEF DASPO

DA LABEL 18

B. COMMANDING OFFICER  
U.S. ARMY PHOTOGRAPHIC AGENCY  
ROOM 5A470 PENTAGON  
WASHINGTON, D.C., 20310

C. COMMANDING OFFICER  
U.S. ARMY PICTORIAL CENTER  
35-11-35th AVENUE  
LONG ISLAND CITY, N.Y. 11106

D. COMMANDING OFFICER  
U.S.A. SPECIAL PHOTO DET., PACIFIC  
APO SAN FRANCISCO 96558

E. OFFICER IN CHARGE  
DA SP PHOTO TEAM "CHARLIE"  
APO 96309

F. OFFICER IN CHARGE  
DA SP PHOTO TEAM "BRAVO"  
MACTHAI PUBLIC AFFAIRS OFFICE  
APO 96346

G. OFFICER IN CHARGE  
DA SP PHOTO TEAM "ALPHA"  
C/O PAO CHIEF COMMAND INFO DIV  
APO 96301

ANNEX F  
MILITARY SUMMARY REPORT

U.S. ARMY SPECIAL PHOTO DETACHMENT, PACIFIC (6442)  
DA SPECIAL PHOTO TEAM CHARLIE  
APO 96309

APAPO-3

4 APRIL 1968

SUBJECT: Field Summary Report for period 28 March through 3 April 1968.

TO: Commanding Officer  
US Army Special Photo Det., Pacific  
APO 96558

I. ADMINISTRATION

A. Personnel present for duty as of 3 April 1968: One Officer and Thirteen EM.

B. Arrivals:

1. None

C. Departures:

1. SFC Breedlove to Hawaii, 2 April.

II. OPERATIONS

A. Programmed:

1. DCS-200 Combat (Shooting)
2. DCS-200 Huey Cobra and Cayuse (Shooting)
3. DCS-200 Decca Nav. System (Completed)
4. DCS-200 Saigon Reconstruction (Continuing)
5. DCS-200 Barbed Tape (Planning)
6. DCS-200 4th Psy Ops Gp (Shooting)
7. DCS-265 Opn LSPV (Continuing)
8. DCS-281 Updating Aerials (Continuing)
9. DCS-294 Arrival of 271st Combat AVN Co. (Completed)
10. DCS-298 Army Chaplains in Vietnam (Shooting)

B. Production shipped during this period:

1.	MILIC	
16mm	6,200FT	
<u>35mm</u>	<u>---</u>	
Total	6,200FT	

2.	STILL	
120 CPS	311 EXPS	
<u>135 MM</u>	<u>---</u>	
Total	311 EXPS	

3.	SPD TAPE	
1/4 inch	3 Reels	

ANNEX F FIELD  
SUMMARY REPORT

APAPO-3

4 APRIL 1968

SUBJECT: Field Summary Report for period 28 March through 3 April 1968.

C. Production above included Six (6) Shipments:

1. DCS-292-2C-68VN, VTR #19, 130 FT 16mm ECO, by Rein; No Stills.
2. DCS-294-4C-68VN, 82nd ABN Div, 580 FT 16mm ECO, by Rein; 120 Exps 120 CPS, by Batungbacal.
3. DCS-200-48C-68VN, Decca Nav. System, 930 FT 16mm ECO, by Breedlove and Fairall; No Stills; 1 Reel and Tape, by Breedlove.
4. DCS-200-46C-68VN, 4/60th ARTY, 800 FT 16mm ECO, by Acheson; 36 Exps 120 CPS, by Hawes.
5. DCS-298-4C-68VN, Army Chaplains, 400 FT 16mm ECO, by Acheson; 48 Exps 120 CPS, by Hawes.
6. DCS-200-47C-68VN, 25th Div (Opn Quyet Thang), 800 FT 16mm ECO, by Mintier; 64 Exps 120 CPS, by Dacurro.

Also two (2) Reels (#8 and #9) SND TAPE for DASPO SND Library, by Grigsby.

III. PERSONNEL MOVEMENTS WITHIN RVN

A. 1LT Droll: None

B. SFC Breedlove: None

C. SP5 Durrance: 28 Mar - 3 Apr: Phu Bai (Still Out)

D. SP4 Acheson: 28 Mar - 29 Mar: Pleiku

E. SP4 Grigsby:

1. 28 Mar - 30 Mar: Cu Chi
2. 2 Apr - 3 Apr: Long Giao (Still Out)

F. SP4 Hains: 28 Mar - 3 Apr: Phu Bai (Still Out)

G. SP4 Hawes:

1. 28 Mar - 29 Mar: Pleiku
2. 1 Apr - 3 Apr: Long Binh

H. SP4 Mintier:

1. 28 Mar - 30 Mar: Cu Chi
2. 2 Apr - 3 Apr: Long Giao (Still Out)

IV. SUPPLY

A. Requisition C-12-68 received 1-2 April, minus items #8-9-15 D/O.

B. Requisition C-13-68 forwarded 2 April.

V. SIGNIFICANT EVENTS

A. SSG Dacurro sprained foot on operation with 1st Air Cav, 2 April; returned to Saigon 3 April; received medical attention; will be off strenuous duty for approx. four (4) days.

B. Arri BL damaged during filming at Cu Chi, 2 April. Camera returned to Hawaii 3 April, Via Reg Air Mail No. 20.

FRANK J. DROLL JR.  
1LT SIGC  
OIC, DA SP PHOTO TM "C"

PHOTOGRAPHER: SP4 WENDELL D. GARRETT PAGE ONE OF TWO PAGES  
SUBJECT: TASK FORCE "BUILDER" (ENGINEER ACTIVITY)  
DATE: 5 MARCH 1968.  
FILM: TWO ROLLS EKTACOLOR "S" 120 (TOTAL EXP 14)  
CAMERA: ROLLEI SN: AN200876  
DCS: 200-38C-68VN

NOTE: NOT FOR PUBLIC RELEASE UNLESS CLEARED BY THE DEPARTMENT OF DEFENSE

SUMMARY

5 March 1968, Task Force "Builder", a project of the 46th Eng Bn, 159th Eng Group, 20th Eng Bde, is underway to construct schools, dispensaries, and offices, in Rach Kien, a city in the Mekong Delta of Vietnam. A carpentry and block shop, located at the Bn Hqs in Long Bien, RVN, approx 28 Km Northeast of Saigon, builds and supplies prefab materials for the field construction elements, made up of 40 volunteers from the Bn. The shops are staffed by 140 Vietnamese craftsmen and supervised by members of the Bn. The structures built in the delta are constructed with a standard size (8"x8"x16") concrete block. The block shop, handles the construction of the blocks and other requirements that may arise in the use of these blocks. The carpentry shop, prefabricates almost any type of building in a kit form. In addition to this, an endless variety of cabinetry is constructed. Assisting in overall supervision, translation and explanation of drawings and coordination of material pickup, are the volunteers from the Bn. The actual operation of the shops is handled by the Vietnamese, under their own organizational structure. The Bn organizes one, 20 to 30 vehicle convoy per week to transport the prefab material to the delta.

MASTER CAPTION

5 March 1968, Task Force "Builder" is a project under way by the 46th Eng Bn, 159th Eng Group, 20th Eng Bde to construct schools, dispensaries, bridges, and offices, in the delta region of Vietnam. A carpentry and block shop, located at the Bn Hqs at Long Bien, RVN, approx 28 Km Northeast of Saigon, staffed by Vietnamese craftsmen and supervised by members of the Bn, build and supply prefab material for the field construction elements, which are made up of 40 volunteers from the Bn.

ROLL ONE

1. Slate.
2. Vietnamese workers stack the prefab sections in a large storage yard, later to be loaded onto trucks and taken to the construction sites.
- 3-4. SPC Alphonse Aksterowics (Norwich, Conn.), Carpentry Shop Foreman from "B" Co., (right) checks the measurements of a prefab wall for a school to be built in the city of Rach Kien, while two Vietnamese carpenters hold the tape measure.
5. NC

PARENT PHOTO UNIT  
USA SPECIAL PHOTO DET PAC  
DETACHMENT  
DA SPECIAL PHOTO TEAM "C"

MOTION PICTURE CAPTION SHEET  
(AR 108-5)

SECURITY CLASSIFICATION  
ANNEX G-2  
MOPIC CAPTIONS  
UNCLASSIFIED

DELIVER TO: COMMANDING OFFICER  
US ARMY PHOTOGRAPHIC AGENCY  
ROOM 5A-470, THE PENTAGON  
WASHINGTON, D.C. 20310

UNIT WORK ORDER NO. N/A  
PROJECT NO. N/A

SHIPPING DESIGNATOR AND NO.  
DCS-200-57C-68VN

SUBJECT  
LOH-6A CAYUSE HELICOPTER

LOCATION  
DIAN, RVN

CAMERAMAN  
SSG ALFRED BATUNGBACAL & SP4 JERRY P. HAINS

SOUND MAN N/A DATE SHOT  
N/A 6 APR 68

CAMERA ARRI BL SN: 50413 EMULSION # 7255 FOOTAGE EXP. 700FT # PRIOR SHPMTS NONE MORE TO FOLL.  35mm  B&W  
 YES  NO  16mm  COL.

SOUND SYSTEM N/A LIGHT COND. D/EXT FILM SPEED ASA 16 NO. OF CANS FOUR (4) HOW SHIPPED REG AIR DATE SHPD. 8 APR 68

SCN CAN# ROLL# DESCRIPTION OF SCENES  
NO.

NOTE: NOT FOR PUBLIC RELEASE UNLESS CLEARED BY THE DEPARTMENT OF DEFENSE.

SUMMARY

On 6 April 1968, members of "C" troop, 7th sqd, 1st Cav, 1st Air Cav Div, located at Dian, 15KM NE of Saigon, RVN, performed pre-flight inspections and flew a mission with one of their ten LOH-6A Cayuse helicopters.

The LOH-6A Cayuse helicopter is a new light observation helicopter developed to eventually phase out the OH-23 Raven and the OH-13 Sioux helicopters. The LOH-6A Cayuse helicopter is powered by a jet turbine engine and capable of cruising up to 150 knots. It is capable of carrying a crew of two (pilot and observer) and two additional passengers when unarmed but only one additional passenger when armed. The Cayuse is armed with a 7.62 mini gun which has a rate of fire of 4,000 rounds per minute. The ammunition box holds a maximum load of 2,000 rounds. Either member of the crew can fire the mini gun but only the pilot has a sight.

Parent Photo Unit  
USA SPEC PHOTO DET PAC  
Detachment  
DA SPEC PHOTO TEAM "C"

MOTION PICTURE CAPTION SHEET

Security Classification  
ANNEX G-3  
SND MOPIC  
UNCLASSIFIED  
CAPS

Deliver to: COMMANDING OFFICER US ARMY PHOTOGRAPHIC AGENCY ROOM 5A-470, THE PENTAGON WASHINGTON, D.C. 20310		Unit work order No. N/A	Project No. N/A
		Shipping Designator and No. DCS-285-50-68VN	
Subject AMERICAN FORCES VIETNAM NETWORK (AFVN)		Location PLEIKU, RVN	
Cameraman SP4 JERRY P. HAINS		Soundman SP4 JAMES B. EGAN	Date Shot 18 JAN 68
Camera ARRI 16BL SN: 50148	Emulsion # 7242	Footage Exp. 300 FT.	# Prior shipments this subject (4) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> 35mm <input type="checkbox"/> B&W <input type="checkbox"/> 16mm <input checked="" type="checkbox"/> Color
Sound System NAGRA N.P.	Light Cond. D/INT	Film Speed & Date ASA 125	No. of Cans ONE (1) How Shipped REG. AIRMAIL Date Shipped 21 JAN 68
Scene No.	Can No.	Roll No.	

NOTE: NOT FOR PUBLIC RELEASE UNLESS CLEARED BY THE DEPARTMENT OF DEFENSE.

SUMMARY

American Forces Vietnam Network (AFVN) Detachment # 3, is located approx. 16 km. Southeast of Pleiku atop 1,000 foot Dragon Mountain, overlooking Camp Enari, base camp of the 4th INF. DIV. The television transmitter, with an effective radiating power of 40,000 watts, serves an overall area North to Dak To, West to near the Cambodian border, and East to points just West of An Khe.

American Forces Vietnam Network television operates on Channel eleven with 8 hours of programing daily, including entertainment, information and news.

ROLL # 1 (300 FT EF)

1 LS (SYNC SOUND) SP4 Robert D. Spinozzi (Admore, Pa.) Broadcast Specialist and SP5 Randy R. Anderson (Minneapolis, Minn.) Broadcast Specialist, give news report headlines to news broadcast, SP4 Michael R. Goucher (Cumberland, R.I.) Cameraman, moves into his next camera shot and SP4 Spinozzi leaves the news set.

1A MS (SYNC SOUND) SP4 Goucher operates the Sarkes Tarzian 4 Lens Standard TV Camera in foreground SP5 Anderson gives a news story in background.

1B CU (NO SOUND) SP4 Goucher operates the TV Camera.

1C CU (NO SOUND) SP4 Goucher turns close up lens into shooting position.

2 MS (SYNC SOUND) SP4 Goucher sets up new ~~camera~~ shot as SP5 Anderson continues his news report.

3 MS (SYNC SOUND) SP5 Anderson gives news on the Vietnam War.

3A CU (SYNC SOUND, CUT AWAY) of the TV monitor in the news studio with SP5 Anderson being monitor.

4 MS (SYNC SOUND, REVERSE ANGLE OF SCENE 2) Over the shoulder of SP5 Anderson giving his news broadcast as SP4 Goucher moves into his next camera shot.

4A ECU (NO SOUND, CUT AWAY) Over the shoulder of SP5 Anderson of the news broadcast notes.

5 MS (SYNC SOUND) SP4 Goucher moves in for close up of SP5 Anderson giving his final remarks of the news broadcast.

5A CU (SYNC SOUND) SAME.

6 MS (SYNC SOUND) SAME.

6A ECU (NO SOUND) Information spot on the monitor in the studio "Channel 11/Pleiku AFVN.

7 LS (SYNC SOUND, REESTABLISHING) SP5 Anderson gives his final remarks of his news broadcast.

CAMERA CARD		C.B. NUMBER		
		N/A		
Project DCS-285-57C-68VN	Date 18 JAN 68			
Location PLEIKU, RVN	Unit # N/A			
Film Type and Emulsion No. 7242				
Shipment No. N/A	Motor No. and Type N/A			
Camera No. SN: 50148 ARRI 16 BL	Mag. No. CAMERA ROLL#1			
<input type="checkbox"/> SILENT <input checked="" type="checkbox"/> SOUND <input type="checkbox"/> TAPE				
SCENE	TAKE	SCENE	TOTAL	REMARKS
RUN OFF			FT FT	
SLATE				RUN OFF
1	1	11	20	SLATE
1A	1	10	41	SYNC SOUND
1A	2	11	52	N.G.
1B	1	7	59	SYNC SOUND
1C	1	10	69	NO SOUND
1C	2	7	76	N.G.
2	1	24	100	NO SOUND
3	1	21	121	SYNC SOUND
3	2	24	145	N.G.
3A	1	22	167	SYNC SOUND
4	1	26	193	N.G.
4A	1	14	207	NO SOUND
4A	1	8	215	SYNC SOUND
5	1	14	229	N.G.
PRINT ALL CIRCLED TAKES				
GRAND TOTAL FOOTAGE: 229FT				
CAMERAMAN SP4 JERRY P. HAINS				
ASST. NONE				

CAMERA CARD		C.B. NUMBER		
		N/A		
Project DCS-285-57C-68VN	Date 18 JAN 68			
Location PLEIKU, RVN	Unit # N/A			
Film Type and Emulsion No. 7242				
Shipment No. N/A	Motor No. and Type N/A			
Camera No. SN: 50148 ARRI 16 BL	Mag. No. CAMERA ROLL#1			
<input type="checkbox"/> SILENT <input checked="" type="checkbox"/> SOUND <input type="checkbox"/> TAPE				
SCENE	TAKE	SCENE	TOTAL	REMARKS
RUN OFF			FT FT	
5	2	14	243	SLATE
5A	1	24	267	SYNC SOUND
6	1	9	276	N.G.
6A	1	6	282	NO SOUND
7	1	18	300	SYNC SOUND
PRINT ALL CIRCLED TAKES				
GRAND TOTAL FOOTAGE: 300FT				
CAMERAMAN SP4 JERRY P. HAINS				
ASST. NONE				

APC	SOUND RECORDING RECORD		NUMBER: REEL # 1
Place	PLEIKU, RVN		DATE: 18 JAN 68
Job	DCS-285-5C-68VN	Channel	7.5 IPS
Emulsion No.	7242	Exp.	5"
Type of track	Neg. D	Prt. D	FULL
Edge No.	Magazine No. NAGRA N.P. CAMERA ROLL # 1		

SCENE	TAKE	FEET	TOTAL	REMARKS
				Odb TEST TONE
				SLATE
1	①			SYNC SOUND
1A	1			N.G.
1A	②			SYNC SOUND
1B	①			NO SOUND
1C	1			N.G.
1C	②			NO SOUND
2	①			SYNC SOUND
3	1			N.G.
3	2			SYNC SOUND
3	③			SYNC SOUND

RECORDIST:

SP4 JAMES B. EGAN

APC	SOUND RECORDING RECORD		NUMBER: REEL # 1 CON'T
Place	PLEIKU, RVN		Date: 18 JAN 68
Job	DCS-285-5C-68VN	Channel	7.5 IPS
Emulsion No.	7242	Exp.	5"
Type of track	Neg. D	Prt. D	FULL
Edge No.	Magazine No. NAGRA N.P. CAMERA ROLL # 1		

SCENE	TAKE	FEET	TOTAL	REMARKS
3A	①			SYNC SOUND
4	①			SYNC SOUND
4A	①			NO SOUND
5	1			N.G.
5	②			SYNC SOUND
5A	①			SYNC SOUND
6	①			SYNC SOUND
6A	①			NO SOUND
7	①			SYNC SOUND
4 MIN				WILD TRACK OF STUDIO SOUNDS.
PRINT				ALL CIRCLED TAKES

RECORDIST:

SP4 JAMES B. EGAN

V. SAMPLE FILM CAN LABEL

ANNEX G-6  
FILM CAN  
LABEL

DASPO FILM	
PROJECT	<u>DCS-200-43C-68VN</u>
ROLL#	<u>ONE</u>
PHOTOG	<u>DACCURRO</u>
TAPE LINE	
EMUL#	<u>7255</u>
SCTY CLASS	<u>UNCLAS</u>
SP INSTR	<u>DEVELOP AS ASA 50</u>

		MOPIC			STILL			SOUND		SHIPMENT		
DCS NUMBER	SUBJECT	FT. 35 MM	FT 16 MM	PHOTOG	EXP 135	EXP 120	PHOTOG	REELS	SNDMAN	MEANS	NUMBER	DATE
200-45C-68VN	25th DIV (OPN QUYET THANG)		600	DACURRO		53	LARSEN			PAN AM	101-1-671	26MAR68
200-46C-68VN	4th PSY OPNS GP.		280	HAWES		11	DURRANCE	1	HARBISON	REG AIR	196	8APR68
200-47C-68VN	4th DIV 50th ANNIVERSARY		900	BAUER		78	HANSEN	4	EGAN	REG AIR	212	28APR68

Grigsby

## A. General

### 1. PHOTOGRAPHIC CAPTIONS:

The use of photographic coverage is of no value unless the pictures are identified by proper captions. Captioning completes the story of the picture by giving additional information not seen or identified, i.e., who it is, what it is, where it is, when and how did it happen or why did it happen, and completes an analysis of the situation leaving no questions to be asked about the picture or coverage.

### 2. SUMMARY INFORMATION:

#### a. Tactical Elements: (Summary and Master Captions)

DATES AND EVENTS: All dates and times, if important to story will be noted. This would include the chronology of events (how) or the events leading to (why). Describe the action, situation, conditions, and methods employed. Give the numbers, sizes, shapes, and distances involved.

ORGANIZATIONS: Identify the unit being photographed: state the parent organization to which it is attached or assigned.

LOCATIONS: Where the picture was photographed: state the site where subject is located. Name the place by building, street, city, or state. If it is in open country, name the terrain features and the distance from the nearest identifiable place.

#### b. Specific Elements: (Shot Breakdown)

MATERIAL: Give the name and model of equipment, major components equipment and other material in the picture.

PERSONNEL: State the rank, full name, hometown and title or position of identifiable persons. Individuals in group pictures should be identified

from left to right. Abbreviations authorized by AR 320-50 will be used.

#### B. CAPTIONING STILL PICTURES

Still captions will be typed on standard typing paper with an original and two copies. Sufficient summary information must be recorded to enable the Detachment HQ to prepare a final caption. A master caption must be written to relate important information common to a series of pictures. The master caption does not relieve the photographer from the responsibility of preparing a caption for each exposure. An individual caption will be filled out for each exposure. Captions must be numbered by roll and by frame or exposure.

#### C. CAPTIONING MOTION PICTURES

1. Motion Picture Caption Sheet: The heading of the Motion Picture Caption Sheet (DA Form 11-198) is self explanatory. Two union skin copies will be added to the four copies of DA Form 11-198. The classification assigned at the office of origin will be placed in the block "Security Classification." If footage is unclassified, it should be stated. In blocks of the heading that do not apply, "NA" should be entered. The total footage shot on a shipment will be circled on the first Summary page.

The lower portion of the form will give a complete Summary and description of each scene in the order it is exposed. If the story is silent, only the roll need be numbered with a description of the shot. If a sound story is filmed each shot must be slated numerically and alphabetically. All personalities, locations, organizations, weapons, equipment will be identified.

2. Sound Card: (Form 152), Original and Five (5) copies. The heading of the sound card will have the following information--reel number, place, job, date,

type of track, speed and number of magazine it is for. The scene and take numbers will go into the marked spaces. The tape reel number will be indicated at the top of the card in the space marked number. One sound card will be made for each sound reel. In the space marked remarks, one of the following will be indicated: slate, sync sound, sync opening, sync closing, wild sound or presence track. There will be, of course, no camera take with the presence track, however, it is necessary to give the running time of the presence track. In the event the take was no good (NG), it will be marked as such in the remarks column, along with the type of shot. O.K. will be used in the remarks column to indicate a good take. The last item on the sound card is the recordist's name and rank which goes in the space indicated.

3. Camera Card: (Form 3) Original and Five (5) copies. The heading of the camera card will have the following information: project number, date, location, film type, shipment number, type of camera and magazine number. Starting with the list of shots, the first item is the scene number which goes in the space indicated. Next is the take. If the take is good and you want it to be printed, the number will be circled after it is marked on the card. If you are not sure of the take, and wish the lab to hold it, then it will be underlined. If the shot is no good and you do not want it to be used, simply mark the take number in the indicated space and reshoot the shot, using the next line on the card to record the shot and circle the take if it is to be used. The next two columns, scene footage and total footage should reflect for the individual scene, the amount of footage, and then the total footage to include previous scenes in their indicated spaces. The last column on

the card is marked remarks. In this column you will write either run off, slate, sync sound, wild sound, or no sound. At the bottom of the card, after you have written in the last take, print the words "Print all circled takes". Below this there is a line marked grand total footage, in this column you will enter the compiled total footage from your total footage column. At the bottom of the card in the marked spaces, you will put the last name and rank of both the cameraman and the assistant cameraman.