



DEPARTMENT OF THE ARMY  
U.S. ARMY PHOTOGRAPHIC AGENCY  
THE PENTAGON  
WASHINGTON, D.C. 20310

APAPO

1 May 1969

SUBJECT: LOI 8-69 - Format for Still Captions

SEE DISTRIBUTION

1. Attached as Inclosure 2 is a sample still caption. This sample with appropriate notes (Incl 1) specifies the format for still photographic captions.
2. Two copies of the captions will be submitted with each still film shipment.

2 Incl  
as

*Jon M. Del Vitto*  
JON M. DEL VITTO  
LTC, SigC  
Commanding

DISTRIBUTION:

CO, USA Spec Photo Det, Pacific  
CO, USA Spec Photo Det, Panama  
CO, USA Spec Photo Det, CONUS

US Army Special Photo Det, Pacific			
		Act	Info
2	CE		<i>[Signature]</i>
	AO		
1	1st SGT		<i>[Signature]</i>
3	OPN		
	SUP		
4	FILE		

SECURITY CLASSIFICATION: UNCLASSIFIED  
(NOTE 1)

PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGES (NOTE 2)

PHOTOGRAPHER: SP4 FRANCIS J. QUOINT (NOTE 3)

SUBJECT: Seventh Army Spring Thaw (NOTE 4)

DATE: 1-3 April 1969 (NOTE 5)

FILM: Three (3) rolls CPS 120; Two (2) rolls CPS 220; One (1) roll Ektachrome 35mm  
(120 Exp) (NOTE 6)

CAMERA: Hasselblad 500C, SN: TR12345 (NOTE 7)

Leica, SN: 12345

PROJECT: DCS 400-7A-69-GY, SPX 69-4, APC 820-67890 (NOTE 8)

REVIEWED BY: SFC Haight Initials: \_\_\_\_\_ (NOTE 9)

NOTE: NOT FOR PUBLIC RELEASE UNLESS CLEARED BY  
THE DEPARTMENT OF DEFENSE (NOTE 10)

"FILMING COMPLETE"

or

"MORE TO FOLLOW" (NOTE 11)

SPECIAL INSTRUCTIONS: (Note 12)

1. Process Roll 2 (packed separately) at ASA 100.

2. This assignment on same subject as DCS 400-6A-69-GY. See also DCS 400-7A-69-GY  
photographed by Jarvis, same subject.

COVERAGE OBJECTIVE: (NOTE 13)

SUMMARY: (NOTE 14)

MASTER CAPTION: (NOTE 15)

ROLL #1 (NOTE 16)

Frame

1. SSG Leroy Manns (Denver, CO) and PFC Homer J. McCones (San Francisco, CA)  
examine mired APC for damage.
2. Same, reverse angle
3. SSG Leroy Manns connects cable from one APC to another in an attempt  
to remove the mired vehicle from the mud.

Explanatory notes for DASPO still captions. See sample caption, for correct information format.

NOTE 1: SECURITY CLASSIFICATION: In upper case letters list either security classification or the word "UNCLASSIFIED". If classified, list in SPECIAL INSTRUCTIONS (Note 12) name, rank and organization of classifying authority. Also list regrading instructions. Each officer and/or enlisted man will be fully aware of AR 380-5 regarding grouping.

NOTE 2: Number all pages of captions. Include on each page, total page count.

NOTE 3: Name and rank of photographer(s).

NOTE 4: SUBJECT: Detailed title of filming project.

NOTE 5: DATE: List inclusive dates of photography.

NOTE 6: FILM: List total rolls of each type film exposed. Total exposures also required.

NOTE 7: CAMERA: List name and serial number of camera(s) used.

NOTE 8: PROJECT: List DCS number and SPX or APC numbers, if applicable.

NOTE 9: REVIEWED BY: List name of Team OIC or NCOIC who reviewed the finished captions. Reviewers initials are required.

NOTE 10: Not for public release statement will be typed in uppercase letters or rubber stamped on the first page of all captions.

NOTE 11: RUBBER STAMP OR TYPE IN UPPER CASE LETTERS EITHER: "FILMING COMPLETE" or "MORE TO FOLLOW".

NOTE 12: SPECIAL INSTRUCTIONS: The following information should be provided under this heading when appropriate: "SPECIAL PROCESSING INSTRUCTIONS" (See also LOI 3-68); list other photographers and/or DCS numbers pertaining to the same subject; and list classification instructions, (See Note 1).

NOTE 13: COVERAGE OBJECTIVE: See LOI 6-68.

NOTE 14: SUMMARY: Complete detailed description of the project. See LOI 5-69  
for good example.

NOTE 15: MASTER CAPTION: Summary to be provided for each individual roll of  
still film, if different from preceeding roll.

NOTE 16: Frame by frame description of each roll of film. Identify whenever  
possible, all personnel in photos to include name, rank, unit and home  
town.