CHAPTER 14

JOB CONTROL AND PHOTOGRAPHIC FINISHING

No job is finished until the paper work is complete. This statement holds true for all photographic jobs completed in your imaging facility. In order for your imaging facility to operate efficiently, you must follow the procedures that regulate job control and other administrative procedures within your facility. This chapter is intended as an introduction only. A more in-depth understanding of Navy imaging administrative procedures are found in *the Navy Visual Information Management and Operations Manual,* OPNAVINST 5290.1 (series).

The first topic discussed in this chapter is the handling of classified material. You must learn to follow strict guidelines when handling classified material. There is no allowance for mistakes. Become thoroughly familiar with the standard operating procedures established in your imaging facility.

SAFEGUARDING CLASSIFIED MATERIAL

Modern methods of conducting war and safeguarding our nation require a tremendous amount of information. This information is stored in books and files, it accumulates in reports, it is gathered by intelligence activities, and it is transferred in the form of letters, messages, photographs, and audio and video recordings. This information is sifted and organized in the minds of the people directing the war effort and those keeping the peace. Much of this information is extremely valuable to our enemies, and, therefore, must be classified and safeguarded in the interest of national security.

In performing your job as a Navy Photographer's Mate, you may have access to classified information. Therefore, you MUST become aware of the importance of safeguarding all classified information to which you have access.

Classification categories, procedures, and related-security information pertaining to the Navy are contained in the *Department of the Navy Information and Security Program Regulation,* OPNAVINST 5510.1 (series). A copy of this regulation is available in every Navy imaging facility where classified information is maintained or handled. Refer to this regulation frequently to make sure you safeguard properly classified material. Never depend on your memory regarding the proper disposition of classified information, particularly if you handle it infrequently.

The purpose of the security program is to protect classified material from unauthorized disclosure. It is the responsibility of all military personnel to safeguard classified information.

The Navy controls the dissemination of classified information. Therefore, knowledge or possession of classified information is permitted only to those persons who actually require it in the performance of their duties. This principle is referred to as the "need to know" and is a prerequisite for access to classified information. Access to classified material is not automatically granted because a person has the proper clearance, holds a particular billet, or is sufficiently senior in authority. Access is granted only if the criteria of proper clearance and "need to know" are both met.

Official material that requires protection in the interest of national defense is categorized in three designations. These three designations, in descending order of importance, are Top Secret, Secret, and Confidential. No other designation is used to classify defense matters that require protection in the interest of national defense.

TOP SECRET

The classification "Top Secret" is limited to defense information or material that requires the highest degree of protection. The Top Secret classification is applied only to information or material that is paramount to national security and the unauthorized disclosure of which could reasonably be expected to cause exceptionally grave damage to the national security.

SECRET

Material classified as "Secret" is limited to defense information or material. The unauthorized disclosure of

which could reasonably be expected to cause serious damage to the national security.

CONFIDENTIAL

Use of the classification "Confidential" is limited to national defense information or material, the unauthorized disclosure of which could reasonably be expected to cause damage to national security.

RESTRICTED DATA

The term *Restricted Data* as defined in the Atomic Energy Act of 1954 means all data concerning (1) the design, manufacture, or utilization of atomic weapons; (2) the production of special nuclear material; or (3) the use of special nuclear material in the production of energy.

The term *Formerly Restricted Data* applies to classified defense information which (a) has been removed from the Restricted Data category in order to conform with the Atomic Energy Act of 1954 and (b) cannot be released to foreign nationals except under specific international agreements.

Restricted Data and Formerly Restricted Data are NOT in themselves classification categories, but are additional warning notices of special handling requirements. Thus a classification category is used with the warning notice wherever it is appropriate.

FOR OFFICIAL USE ONLY

The designation "For Official Use Only" is assigned to official information that requires protection according to statutory requirements or in the public interest, but does not require safeguarding in the interest of national defense.

A security classification may not be used to conceal violations of law, inefficiency, or administrative error; to prevent embarrassment to a person, organization, or agency; or to restrain competition.

AUTHORITY TO CLASSIFY

The authority to assign a security classification is restricted to those officials who have been designated the authority in writing.

Original Classification

One important aspect of classification that is commonly misunderstood is the difference between original and derivative classification. Original classification is warranted only when information requiring classification is generated and classification cannot be derived from information that was classified previously. For example, information pertaining to a technological breakthrough or a significant scientific advance generally requires original classification authority.

Derivative Classification

The majority of classified material you work with is the product of derivative classification. As the word implies, this type of classification is based on and obtained from a previous classification. Derivative classification is applied when the information presented is the same (or closely related to) as other information that already is assigned a classification.

Suppose you are making photographs for a report of Iraqi warships in the South China Sea If the report is based on a source document that states that such photographs should be classified, your classification is derived from that source. Or suppose you take pictures of a radar system that is classified Secret. Then the picture, the negatives, the test prints, and the enlargements are also classified Secret. The classification of the pictures is derived from the classification of the radar system. Most of the information classified derivatively is taken from documents classified previously. Whenever you copy or extract classified information, you must ensure that the extracted information bears the same classification in the new document (such as a photograph) as it did in the source document.

In marking a derivatively classified document, you must cite the source of that classification or authority (e.g., CNO ltr, ser OP-009 of 1 Oct 93) on the "classified by" line. Records must be available for the lifetime of the document to show the basis for classification or to trace the chain of classification authority.

CLASSIFICATION MARKINGS ON IMAGING PRODUCTS

The requester of imaging products determines the security classification of the product according to the guidelines contained in OPNAVINST 5510.1. Each original and all photographic copies that are classified must be marked with the appropriate security classification, the classification authority, and declassification and downgrading instructions based on the original classification markings.

Photographic film, prints, and slides that are classified must be marked with the appropriate classification and other applicable markings.

Film

Roll negatives are marked on the base side with the classification and associated markings at the beginning and end of each strip. Single negatives cut from the roll or single- sheet film negatives must also be appropriately marked on the base side. These materials must be kept in envelopes or film canisters with conspicuous markings.

Transparencies and Slides

The classification and associated markings must be shown clearly on the slide mount or transparency frame and whenever possible on the image area. Because the classification on 35mm slides are not conspicuous until they are projected, the classification must be marked on the slide mount. It is not necessary for each transparency of a set of transparencies to bear applicable associated markings when the set is controlled as a single document. In such cases, the first transparency bears the applicable associated markings.

A camera that contains exposed film of a classified subject must be given the same protection as the classified subject. Be cautious with Polaroid film when photographing classified material. All waste products produced by these films must be destroyed as classified waste.

Prints

All 8x10 and larger prints must be marked with the classification at the top and bottom of the face side with the associated markings at the bottom. On smaller prints the classification is required to appear only once on the face side. When it is not practical to place the classification and associated markings on the face side of prints, the markings can be placed on the reverse side, using a pressure tape label or a stapled strip when stamping is not practical. All photographic reproductions must show the classification and associated markings clearly.

Motion-Media Products

The beginning of each reel of film or videotape must be marked with a title that bears the classification and associated markings. These markings must be visible when projected on the screen or played through a monitor. Only the overall classification is required at the end of the reel or videotape. Reels and cassettes must be marked with the appropriate classification and kept in containers that are marked conspicuously with the classification and associated markings.

DISCLOSURE OF CLASSIFIED MATERIAL

When classified matter is entrusted or made known to you, you must protect it against loss or compromise. You are responsible for any act or failure that contributes to the loss, compromise, or unauthorized disclosure of classified information. This includes information that is passed verbally.

When you are found responsible for the loss, compromise, or unauthorized disclosure of classified matter or when you violate security regulations, you can expect to be disciplined promptly. Disciplinary action may include, in the case of military personnel, trial by court-martial or, in the case of civilians, prosecution under Title 18, United States Code, as amended, or other federal statutes, as appropriate.

PROTECTIVE MEASURES

Generally, there are four ways that classified information is protected: censorship, physical security, transmission security, and cryptographic security. As a photographer, you will be concerned primarily with personal censorship and physical security.

Personal Censorship

Censorship places a barrier between classified information and unauthorized personnel by preventing disclosure in the form of letters, conversations, and personal contacts. Restricting information at the source, except for official use, depends on the integrity and discretion of the individual.

Physical security

Physical security is the safeguarding of documents, photographs, and other items that contain classified information. Later in this chapter, another form of physical security used to safeguard property and material physically at Navy shore activities is discussed.

Physical security is the concern for protecting classified documents, devices, and materials, so they never fall into the hands of unauthorized personnel or come within optical range of actual or possible enemies. When working with classified matter, you must protect it from being seen by unauthorized individuals, either military or civilian. No person should have access to classified material unless it is necessary for them to carry out their official duties. Classified material must never be removed from its designated working space or left unguarded. When not actually in use, you must keep it locked up in an authorized container.

DESTRUCTION OF CLASSIFIED MATERIALS

When classified products, such as photographs, videotapes, or audio recordings, are no longer needed or useful, they must be destroyed. The products must never be discarded in ordinary containers.

Destruction of classified material must be accomplished and witnessed by persons who are cleared to the level of the material being destroyed. A record of destruction is mandatory even when an originator states in a document that it "may be destroyed without report." This statement means only that the originator does not need to be notified of the destruction.

A record of destruction is required for Top Secret and Secret material, but not for Confidential material. Destruction may be recorded on OPNAV 5511/12 (Classified Material Destruction Report) or on any other record that includes complete identification of the material, number of copies destroyed, and the date of destruction. The record of destruction must be signed by the two cleared people involved in the destruction of Top Secret materials, and the record must be retained for 2 years.

Classified documents can be destroyed by burning, pulping, pulverizing, or shredding. When destruction is accomplished by means other than shredding, the residue must be inspected to ensure complete mutilation.

In most imaging facilities, the policy is to give all scrap materials, test prints, and any other material generated from a classified job, back to the requester. Do not destroy classified materials without first consulting your supervisor.

SECURITY AREAS

Spaces that contain classified matter are known as security (sensitive) areas. The areas have varying degrees of security, depending on their purpose, the nature of the work, and the information and materials involved. All security areas should be clearly marked by signs marked Restricted Area. Three types of security areas are established to meet different levels of security sensitivity.

Exclusion Area

Spaces requiring the strictest control of access are designated exclusion areas. They contain classified matter that restrict admittance to only those persons that require access to the materials and have a "need to know."

An exclusion area is fully enclosed by a perimeter barrier. All entrances and exits are guarded, and only those persons whose duties require access and have the appropriate security clearance are authorized to enter.

Limited Area

A limited area is one where the uncontrolled movement of personnel permits access to classified information. Within the area, access may be prevented by escort and other internal controls.

The limited area is enclosed by a clearly defined perimeter barrier. Entrances and exits are guarded or controlled by attendants to check personal identification. These areas also may be protected by an automatic alarm.

Most Navy imaging facilities should be considered at least a limited area when classified work is in progress. All visitors must be escorted within these spaces. When classified work is in progress, it should be excluded from all personnel who do not have the need to know. Even when classified work is not in progress, it is wise to operate within your imaging facility as though it was a limited area because there is a considerable amount of expensive equipment throughout.

Controlled Area

A controlled area usually does not contain classified information. It serves as a buffer zone to provide greater administrative control, safety, and protection for the limited or exclusion areas. These areas require personnel identification and control systems to limit admittance to those people having bona fide need for access to the area

Passageways or spaces surrounding or adjacent to limited or exclusion areas may be designated as controlled areas.

SAFEKEEPING AND STORAGE OF CLASSIFIED MATERIAL

Classified information or material must be stored under conditions that prevent unauthorized persons from gaining access to it. The security requirements must allow work to be accomplished while providing adequate security. In the Navy, the commanding officer is directly responsible for safeguarding all classified information within his command. He is also responsible to ensure that classified material is stored properly when not actually in use.

Storage

Whenever classified material is not under the personal control and observation of an authorized person, it must be guarded or stored in a locked security container.

Top Secret material is stored in a safe or safe type of steel file container having a three-position combination lock as approved by the General Services Administration (GSA) or a class A vault that meets the standards established by the Director of Naval Intelligence. An alarm-protected area may be used to protect Top Secret material when the responsible local official decides that an alarm system provides protection equal to, or better than, the safe, steel file, or vault. The alarm-protected area provides a physical barrier that prevents removal of the material and prevents the material from being viewed by unauthorized personnel and compromised.

Secret and Confidential material may be stored in the same manner authorized for Top Secret or, in a class B vault, a vault type of room, or a secure storage room that has been approved according to the standards prescribed by the Director of Naval Intelligence.

Valuables, such as money, jewels, precious metals, narcotics, and so forth, should not be held in safes used to store classified materials because they increase the risk of theft. Only classified materials are to be placed in containers designated for storage of classified material.

Container Designations and Combinations

Containers used for the storage of classified material are assigned a number or symbol for identification purposes. The identifying numbers or symbols are located in an obvious location on the outside of the container. Each container must also meet the security requirements for the highest classification of material stored in the container. However, this designation is not marked externally on the container.

Records of combinations are sealed in envelopes (OPNAV 5511/2) and kept by the security manager, duty officer, communications officer, or other person(s) designated by the commanding officer. Combinations for containers with noncryptographic material will be changed under any of the following conditions:

- When a safe is first placed into use
- Annually
- When the combination or record of combinations has been compromised or a security container is discovered unlocked and unattended
- Whenever an individual knowing the combination is transferred or discharged, or when the security clearance of an individual knowing the combination is reduced, suspended, or revoked

When you are selecting new combination numbers, multiples of 5, simple ascending or descending numerical series, and personal data (such as birthdays and serial numbers) must not be used. The same combination cannot be used for more than one container.

Combinations to security containers are changed only by persons that are cleared for the highest level of classified material stored in the container.

When a security container is taken out of service, built-in combination locks must be reset to the standard combination 50-25-50. Combination padlocks must be reset to 10-20-30.

CORRESPONDENCE/MATERIAL CONTROL (4 PT)
OPNAV 5216/10 (8-78) SN: 0107-LF-052-1050

CONTROL NUMBER | CLASSIFICATION OF THIS SHEET ONLY: U/C | CLASSIFICATION OF ATTACHED MATERIAL: SECRET

FROM: OPS/OZ | SERIAL: 000080 | DATE: 15 SEP 93 | FILE SYMBOL (SSIC) | CROSS REFERENCE

VIA | DATE RECEIVED: 15 SEP 93 | REPLY DUE BY: 16 SEP 93

TO: OPS/OP | NUMBER OF COPIES RECEIVED: 10 | ENCLOSURES RECEIVED

SUBJECT: Copy originals to color slides

WARNING: ENTRY OF CLASSIFIED SUBJECT OR TITLE WILL REQUIRE CLASSIFICATION OF THIS FORM AND ALL COPIES

CONTROL CENTER PRIMARY ROUTING					INTRA-ACTIVITY SECONDARY ROUTING				
TO	AC*	DATE OUT	INITIAL RECEIPT	RETURN DATE	TO	AC*	DATE OUT	INITIAL RECEIPT	RETURN DATE
OPS/OP	A	15SEP93	PHAN Airman		SAFE	A		PHAN Airman	15 SEP 93
OPS/02	A		IS2 Salt	16SEP93	COPY	A	15SEP93	PH2 Brush	
					PROC	A	15SEP93	PH3 Boat	
					SAFE	A		PH3 Boat	15 SEP 93
					PRNT	A	16SEP93	PH3 Frost	
					FIN	A	16SEP93	PH1 Door	
					SAFE	A		PH1 Door	16SEP93

*ACTION CODES
A — Action
C — Comment
I — Information
P — Prepare reply
R — Retain copy

INSTRUCTIONS
1. Extra copies will be destroyed after 30 days unless interested offices give contrary instructions to CONTROL CENTER.
2. Offer retaining material, detach and return this control record to the CONTROL CENTER.
3. When detached, this form is unclassified unless a classification has been assigned in the spaces provided, as required by existing security instructions.

6. Offices having primary interest check one:
☐ Retain indefinitely. (Reference value)
☐ Retain _____ months. (Info material having only temporary reference value)
☐ Destroy after routing. (No further reference or information value)

CODE | SIGNATURE

REMARKS

THIS FORM IS UNCLASSIFIED WHEN DETACHED FROM THE DESCRIBED MATERIAL, UNLESS OTHERWISE INDICATED

CLASSIFICATION OF ATTACHED MATERIAL | CONTROL NUMBER | CLASSIFICATION OF THIS SHEET ONLY

Figure 14-1.–OPNAV 5216/10.

RECEIPT SYSTEM FOR CLASSIFIED MATERIAL

In Navy imaging facilities, whenever Top Secret or Secret material changes hands, it MUST be done under a continuous chain of receipts. This continuous chain of receipts is documented on a Correspondence/Material Control (4 PT), OPNAV 5216/10.

For example, when a requester brings a Secret chart to the imaging facility to be copied, the person receiving the job must sign a receipt for the original Secret chart. When the photographer turns the chart over to the cameraperson, the cameraperson must sign the receipt; when the cameraperson turns the processed film over to the printer, the printer signs for the negative and the print, and so on, until the requester again signs the receipt for the completed job.

Confidential material, on the other hand, needs to be covered by a receipt only when it is transferred, either permanently or temporarily, to another command or other authorized addresses.

The receipts for Top Secret material will be provided by the person requesting the work. For Secret and Confidential material the OPNAV 5216/10 (fig. 14-1) should be completed by the person at the front

desk receiving the job request. OPNAV 5216/10 should be unclassified and contain only the information required to identify the material being received No classified information should be included on a receipt. The postcard receipt (back of OPNAV 5216/10 package) is given to the person delivering the job request. The postcard receipt is then presented to the front desk person when the completed job request is picked up. OPNAV 5216/10 receipts are retained for a minimum period of 2 years.

Whenever you have questions about classified information or security matters, refer to the *Department of the Navy Information Security Program Regulation,* OPNAVINST 5510.1, or the security manager of your command.

VISITOR CONTROL

Physical security is part of an overall Navy program that deals with physical measures designed to prevent unauthorized access to equipment, facilities, and materials.

Navy imaging facilities are a part of this physical security program. Physical security of imaging facilities is a direct, immediate, legal, and moral responsibility of every Photographer's Mate assigned to the activity.

As stated earlier, Navy imaging facilities are considered limited access areas. The reception or job order desk area is the only place within the facility that unescorted personnel, other than personnel assigned to the activity, or visitors are permitted. Beyond the reception area, there must be a definite, well-defined limiting barrier. This barrier may be in the form of a warning sign, locked gate, or a door, depending on the degree of security required.

Procedures for the control of people entering the restricted areas of an imaging facility beyond the barrier include, as a minimum, an escort system. Escorting is a method for controlling personnel within the lab who are not normally authorized access. Whether or not the escort remains with the visitor during the entire time of the visit is determined by the amount of security required, by the purpose of the visit, and by local written policy. Utility and maintenance personnel performing work at regular or irregular intervals and for short working periods should be handled by the same procedures as those used for the control of visitors.

People are curious and like to look at pictures. When unescorted they will probably look through the pictures and negatives in the finishing area Even if they do not take the pictures, they most probably will not place them in the same order and the finishing crew will have to re-sort the jobs.

Even when your imaging facility does not handle classified work, you must become aware of the need for security. You must be accustomed to escorting visitors. By escorting visitors, you will find that the disappearance or misplacement of equipment and materials is minimized

JOB CONTROL

The *Navy Visual Information Management and Operations Manual,* OPNAVINST 5290.1 (series), governs the administration and operation of Navy imaging facilities. It outlines the organization and administration of audiovisual units and provides policies and instructions for the use of imaging products in the Navy. You should consult this manual for the most current information concerning the organization of naval imaging.

The ability to track photographic jobs within your facility quickly and accurately depends on the job control system of your imaging facility. When the system is not used correctly, photographic requests, negatives, prints, and other requirements may be lost or misplaced. This causes an inordinate delay in customer service that has a negative impact on your relationship with other divisions.

JOB-ORDER LOG

An unclassified job-order log is maintained by all imaging facilities. The log must contain, as a minimum, the following information: sequential job order numbers, security classification, product identification, and disposition of the work request (person who picked up the job). Additional data required by your imaging facility, such as date and requester, may also be included in the job-order log.

Unclassified identifiers are used to refer to classified subjects. A separate job-order log is maintained for classified work requests. Job order logs are created on the first day of each fiscal year, and the job order number is reset to 000001. The **fiscal year** of the federal government runs from 1 October to 30 September.

REQUEST FOR AUDIOVISUAL SERVICES

1. SECURITY CLASS
2. STANDARD AV WORK REQUEST NO (SAVWRN)
3. REQUESTING ACTIVITY
4. NAME OF REQUESTER
5. UIC
6. PHONE NUMBER
7. DESCRIPTION OF AV SERVICES REQUIRED *(Attach diagrams, sketches, scripts, etc.)*
8. REQUESTED PRIORITY
9. DATE/TIME DUE
10. The material requested is hereby certified as being official work and essential to mission accomplishment
SIGNATURE OF AV COORDINATOR
DATE SIGNED
11. COMPLETE THIS SECTION FOR PHOTOGRAPHER REQUESTS ONLY
PHOTOGRAPHER DATA *(Transportation, job date, time, location, contacts, special uniform requirements)*
NO VIEWS REQ
NO CY EACH VIEW
SIZE OF COPIES
FINISH
12. WORK TO BE ACCOMPLISHED ☐ In House ☐ Contract
13. IN HOUSE ROUTE TO ☐ Other *(List)* ☐ Photo Lab ☐ Graphics ☐ Video ☐ Audio
14. FUNCTION SUPPORTED *(Check only one)* ☐ Education Training ☐ Internal Info ☐ Public Info ☐ Recruiting ☐ Research Dev. & Test ☐ In. Recon. Crim. Invest. ☐ Combat Readiness ☐ Medical Dental ☐ Other *(List)*
15. **PHOTO LAB** ☐ Shooting ☐ B/W Processing ☐ Aerial ☐ Color Neg ☐ Color Transparency ☐ Copy ☐ B/W Print ☐ Color Print ☐ Other *(List)*

NO OF NEGS/POS	SIZE OF NEGS/POS	NO. OF COPIES	SIZE OF COPIES	TOTAL	REMARKS

MOTION PICTURE FILM *(Footage)* *Originated (1)* *Duplicated (2)* *Processed (3)*

16. **GRAPHICS**

ORIGINATION			DUPLICATION			
No. of Originals	*Size of Originals*	*No. of Copies*	*No. of Originals*	*No. of Copies*	*Total*	*Finished Size*

17. **VIDEO**

ORIGINATION	DUPLICATION	OTHER
Minutes	Minutes	

18. **AUDIO**

ORIGINATION	DUPLICATION	OTHER
Minutes	Minutes	

19. **OTHER** *(Aids and Devices, Loan Services, Operator Support, etc.)*
20. SHIPPING ADDRESS *(If Applicable)*
21. QUALITY CONTROL CHECK BY
22. REQUESTER NOTIFIED BY — NAME OF PERSON NOTIFIED — DATE — TIME
23. I HAVE RECEIVED THE ORIGINAL MATERIAL PROVIDED FOR REQUESTED SERVICES *(If Applicable)* SIGNATURE — PRINTED LAST NAME — DATE — TIME
24. I HAVE RECEIVED THE MATERIAL AS REQUESTED ABOVE SIGNATURE — PRINTED LAST NAME — DATE — TIME

OPNAV 5290/1 (2-83) SN 0107-LF-031-5081 Supersedes OPNAV 3105/16 which may be used

Figure 14-2A.–OPNAV 5290/1 (Front).

VISUAL INFORMATION JOB-ORDER FORM

ALL work performed by Navy imaging facilities must be documented on a job-order form. The job-order form is used to maintain close control of in phases of imaging services. The job-order form serves several purposes; they are as follows: as an official request for visual information (VI) services, as the authority to perform the work, as a record of the time and materials used to complete the job, and as a receipt for the finished work. Navy imaging facilities may use the Request for Audiovisual Services, OPNAV 5290/1 (fig. 14-2A), or a locally created, in-house job-order form.

As a minimum, an in-house job-order form must contain the following information: a job-order number, a customer signature block with a disclaimer that the service requested is official work and essential to mission accomplishment, product security classification, and any other information required by your facility to accomplish the request officially.

Figure 14-2A is an example of an Request for Audiovisual Services, OPNAV 5290/1. Figure 14-2A shows the front side of the form. The front side can be broken down into two sections. The top section, Blocks 1 through 14, may be completed by the requester or a person assigned to the job-control desk by the imaging facility. The completion of these blocks is self-explanatory. Block 2 (the work request number) is the

REQUEST FOR AUDIOVISUAL SERVICES *(Continued)*

AV PRODUCT RECORDING AND GENERATION

(a) DATE	(b) Work Code	(c) Func Code	(d) Name	(e) Pay Rate	WORK HOURS (f) Mil	WORK HOURS (g) Civ	(h) Labor Cost	(i) Material Expended	(j) Mat'l Cost	(k) Misc Cost
GRAND TOTAL (COLUMNS) (f) (g) (h) (i) (k)										

REMARKS (IF APPLICABLE)

PROCESSING/REPRODUCTION/DUPLICATION

(a) DATE	(b) Work Code	(c) Func Code	(d) Name	(e) Pay Rate	WORK HOURS (f) Mil	WORK HOURS (g) Civ	(h) Labor Cost	(i) Material Expended	(j) Mat'l Cost	(k) Misc Cost
GRAND TOTAL (COLUMNS) (f) (g) (h) (i) (k)										

REMARKS (IF APPLICABLE)

OPNAV 5290/1 (2-83) (BACK)

Figure 14-2B.–OPNA V 5290/1 (Back).

next sequential job-order number taken from the job-order log. Block 7 (description of services required) is the most important block on the front side. This block must describe the requirements of the requester completely. There are times when you must ask the requester specifically what is desired to meet the necessary requirements. The information provided in this block must indicate the time, equipment, and number of personnel required to complete the assignment. Sketches, diagrams, or other additional information may be attached. Blocks 15, 16, and 17 indicate the quantities of materials needed by the requester. The Remarks block may be used to indicate whether the original film or videotape should be provided to the requester, the file, or be forwarded to an imaging records center.

The back of OPNAV 5290/1 (fig. 14-2B) is divided into two sections. The top half is used to document the production of original materials. The bottom half is used to record processing, reproduction, and duplication. When completing these sections of the job order, you must provide accurate details. The data in these sections are used to justify budget requests for the money and personnel required to provide imaging services by the imaging facility.

NOTE: When assigned to the job-control area, you must be sharp and professional. The image that you portray reflects the professionalism of your entire imaging facility. Most customers never see the production spaces. It is your attitude and appearance that leaves a lasting impression on your customers.

VISUAL INFORMATION CAPTION SHEETS

A Visual Information Caption Sheet, DD Form 2537, must accompany each product forwarded to a Navy still and motion-media records center. (See fig. 13-18.) The use of the visual information caption sheet ensures that all necessary caption information is available and standardized, so it can be entered into the computer data base at the records center.

The instructions necessary to complete DD Form 2537 are printed on the back of the form. Because the completed form provides the cover story images being forwarded, you must provide accurate information and as much detail as possible about the recorded event.

PHOTOGRAPHIC FINISHING

Photographic finishing is just as important as all the other steps in the photographic process. Normally, the final checks for accuracy and quality are performed in the finishing area.

QUALITY ASSURANCE

When the prints are dry and the job order is completed, you must examine them for defects or other poor qualities such as stains, dust spots, fingerprints, and uneven borders. Many times the prints are on long rolls and must be cut and trimmed into individual prints. After the prints are trimmed, you must sort the prints into groups according to the negatives and job orders. At this stage you can ensure there are enough good-quality prints to fulfill the job order. The following checks must also be made: the correct negatives were printed, the correct size was printed, and the negatives were printed on the correct finish (glossy or matt) paper. Negatives that required additional prints or reprints should be sent back to the print room to correct discrepancies. You are responsible for ensuring that only the highest-quality product leaves the imaging facility.

Rejected prints from classified negatives must be disposed of according to the instructions provided in the *Department of the Navy Information and Personnel Security Program Regulation,* OPNAVINST 5510.1 (series). Rejected prints from negatives that are unclassified must be disposed of according to local instructions.

NOTE: It is the policy of most Navy imaging facilities to return all film and paper scraps, test prints, rejected prints, and so forth, from classified jobs to the requester. Be sure to follow the policy established locally by your imaging facility.

Do not neglect to check the completion and accuracy of the job order. Be sure that all personnel responsible for completing the job have completed the appropriate blocks. Materials expended for the job, man-hours, and accountability must be provided on the job order. Remember, without this information, proper budgeting and personnel management within you facility cannot be performed accurately.

MARKING VISUAL INFORMATION PRODUCTS FOR FILING

When the negatives and prints are not returned to the requester, they must be marked and captioned before placing them into the local file or forwarding them to a Navy still and motion-media records center. Classified prints must be marked with the appropriate classification as specified in OPNAVINST 5510.1 (series). Refer to chapter 6 for caption writing requirements if you need to refresh your memory.

The guidelines and procedures for marking visual information (VI) products are in chapter 2 of the *Navy Visual Information Management and Operations Manual,* OPNAVINST 5290.1 (series). You should refer to this instruction for the most current information on marking and identifying imaging products.

Each original product retained in your imaging facility file must be identified and recorded in the Visual Information Record Identification Number (VIRIN) log. The following information must be included in product markings:

- The Department of Defense Visual Information Authorization Number (DVIAN) code
- The VIRIN code
- The last two digits of the fiscal year (FY) in which the image was exposed or recorded
- The six-digit sequence number
- The security classification (if applicable)

  Blank–Unclassified

  CO–Confidential

  SE – Secret

  TS – Top Secret

A complete listing of VIRIN codes is contained in OPNAVINST 5290.1 (series). Some of the more commonly used VIRIN codes are as follows:

OTT–overhead transparency

SCN–still photographic negative, color

SPN–still photographic negative, black and white

SPT–still photographic transparency

VSP–video still

VTC–videotape cassette

Each set of characters in the markings of VI products is separated by a hyphen. An example of a VIRIN is as follows: the first product of FY 93 filed by the Fleet Imaging Command Pacific, San Diego; the subject is classified Secret and was shot by a photographer using a still-video camera. The VIRIN is as follows:

NO108-VSP-93-000001-SE

Each authorized imaging facility is assigned a separate DVIAN code. Each original VI product that is marked and filed by your imaging facility must be recorded in the VIRIN log. The VIRIN-log entries must consist of the VIRIN assigned to each original product, the job-order number, format, subject matter, camera-person or artist's name, and final disposition of the product. Like the job-order log, the six-digit sequence number in the VIRIN log is reset to 000001 the first day of the new fiscal year.

Still Photography

Negatives are marked with the VIRIN on the base side, outside the usable image area with permanent ink Roll negatives are cut into strips and each strip is assigned a separate VIRIN. Individual frames on the strip are then identified by letters (A, B, C, D, and so on). Frames within the strip that are not intended for filing should not be assigned a letter; however, they must not be crossed out.

Transparencies must be mounted in plastic or cardboard mounts with the VIRIN marked on the mount. For still, electronic floppy disks, mark the outside of them with the VIRIN, using permanent ink

Prints

Photographic prints are marked on the base side with the same VIRIN assigned to the original negative or transparency. Prints must also include the date the original photograph was taken and the name and address of the originating activity.

Unclassified photographs that are cleared for public release according to the *Department of the Navy Public Affairs Policy and Regulations Manual*, SECNAVINST 5720.44 (series), must be stamped-"United States Navy Photography. Please credit USN PHOTO."

Classified prints must include the security classification, classification authority, appropriate downgrading and declassification instructions, and be stamped "United States Navy Photography."

Photographic prints of mishaps, accidents (including property damage and personal injury), and other types of evidence that are not releasable under the Freedom of Information Act must be stamped "United States Navy Photography."

Motion Media

Each motion-media roll of film, cassette, or disk must be identified with the same information as still-imaging products. However, the data must be recorded at the beginning of the tape for a minimum of 5 seconds viewing time. The VIRIN should also appear on the outside of the cassette or reel, so the product can be identified without actually viewing it. When possible, the VIRIN should be included on the slate. When the VIRIN is included on the slate, all information is provided in the same frame.

NOTE: Remember that all Navy imaging products forwarded to a visual information records center for pre-accessioning must be accompanied by a Visual Information Caption Sheet, DD Form 2537.

FILING IMAGING PRODUCTS

Images that are stored locally must be protected. Standard, VI file cards are commonly used throughout the Navy to protect and file photographic images. These file cards may be color coded to distinguish classification, subject matter, time frame, and so forth. Standard file cards are made of sturdy paper stock A print of the image, the VIRIN, and the classification are included on the face side of the file card, and the negative and caption are attached to the back. Downgrading instructions must be included for classified images. All negatives filed or handled must be protected by negative preservers.

Photographic negatives and prints should be carefully stored in a file cabinet so they are protected.

You should avoid storing photographic products in cardboard boxes. To prevent damage, never store photographic negatives and prints in storerooms, quonset huts, bilges and so on, where they may be subject to adverse conditions, such as direct sunlight, UV radiation, water, dampness, high humidity, and high temperatures. Videocassettes, audio tapes, and floppy disks must never come in to contact with a magnetic field. A good general rule is to store file images in climatic conditions under which you would be comfortable.

PRINT MOUNTING

For exhibition and display, prints are mounted or matted on a stiff board. The difference between mounting and matting is the way in which a print is attached to the board. When a print is mounted, it is stuck on the face of a mounting board. When a print is matted, it is attached to the back of the board and the image is placed behind a cut opening. When matted, a print is often taped into place, thus the matt can be temporary. Generally, prints that are framed are matted. In both cases, the board enhances the picture by providing a broad border as well as protecting the edges against damage.

When you are preparing a print for exhibition or display, your goal should always be to show the print to best advantage. Simplicity is the best strategy. Elaborate artwork or fancy lettering can often detract from the photograph.

Generally, prints for display purposes are mounted or matted on special card stock to make them stand out from their surroundings. Card stock used for mounting photographic prints should be free of acid or sulfur that can deteriorate the print quality. Card stock is available in various sizes, colors, textures, and weights. There are no hard-and-fast rules for mounting prints, but the card stock should compliment the print. The mount should be large enough to balance and support the picture, and the texture and color should compliment the overall tone.

The way the print is placed on the mounting board is important. Prints mounted at odd angles or in a corner of the mount unbalance the photograph. The bottom border on most mounts is the widest border of all. Normally, prints are mounted so the top and side border of the mount are equal. To provide balance, you should ensure the bottom border is 25 to 35 percent wider than the top and side borders. There are two types of adhesives for mounting prints: wet and dry.

Wet Method

Liquid adhesives, such as rubber cement and spray-on adhesives, can be used to mount prints. These two adhesives are easy and clean to use. After they dry, the excess adhesive can be removed easily by rubbing it lightly. The drawback to using rubber cement and spray-on adhesives is that they are not permanent. In time the print may loosen and peel off the mount. Rubber cement is an ideal adhesive for temporary mounts used in displays or for copying. Gum arabic, glue, or paste should be avoided whenever possible. These adhesives are known to stain the print or smear out from around the edges of the print. This causes smudges on the mounting board.

Dry Method

A dry print-mounting method that uses a pressure-sensitive adhesive is in common use in the Navy. Pressure-sensitive adhesives come in a variety of sizes in both rolls and sheets. These adhesives form a permanent bond and are easy to use for resin-coated papers. To use these materials, you simply apply the print to the sticky surface of the mounting material. You then peel off the protective backing and apply it to a mounting board. If the print is not aligned correctly, you can remove the print and reapply it. Once the print is correctly in place, you must apply pressure to the print and mounting board. Normally, this is done by running the print and mounting board through a specially designed roller assembly. This assembly applies pressure to the materials being mounted. The pressure-sensitive adhesive material contains tiny beads of adhesive. The pressure breaks these beads and releases the adhesive. Once pressure is applied to the materials being mounted, a permanent bond is formed.

A dry-mount press can also be used to mount photographic prints. With a dry-mounting press, heat is used to fuse a mounting tissue between the print and the mounting surface.

A dry-mount press is designed to provide uniform pressure and heat. Even pressure is an important aspect of good, dry mounting. Adequate pressure helps squeeze out air from between the adhesive, print, and mounting board. You should operate the dry-mount press at the temperature recommended by the manufacturer of the mounting tissue. It is better to use a slightly lower temperature to mount prints than a temperature that is too high. Excessive temperatures may cause damage to the print. When temperatures are too high for RC papers, the resin coating blisters or bubbles.

Porous materials, such as mounting board and rag-stock paper, absorb moisture from the air. This moisture becomes trapped between the layers and causes blisters and bubbles in the finished work For best results, you should predry the materials before beginning the dry-mounting process. This can be done by heating the mounting board or paper in the mounting press to remove the moisture.

The time required to form a good bond varies when you are using a dry-mounting press. You should mount the prints for a minimum amount of time-the time required to squeeze out air and moisture from the materials and to activate the adhesive. Because different materials have different thicknesses and heat-conducting characteristics, you must experiment to determine what amount of time is required to form a good mount. Whenever possible, you should use scraps of materials that are the same as your finished work to determine the best time and temperature for dry-mounting prints.

The final stage of finishing for some photographs is to frame them. There is an infinite number of colors and materials available for framing photographs. The same principles apply for framing photographs that apply to mounting or matting prints. Keep it simple and choose a frame that compliments the photograph, rather than distract from the picture.

SLIDE MOUNTING

Unlike photographic prints, slides must be put into slide mounts in order to be of any use. The process of mounting slides ranges from a simple pair of scissors to slide-mounting machines, costing tens of thousands of dollars.

Whenever handling slides, you should wear cotton gloves to avoid fingerprints on the image area. If fingerprints do get on the slides, a cotton ball moistened with film cleaner should be used to remove them.

Slides can be mounted in either cardboard or plastic slide mounts. When using cardboard slide mounts, you must heat them so the slide adheres to the mount. Navy imaging facilities use plastic slide mounts. The slides can be placed in plastic slide mounts manually or by machine.

To mount slides manually, you must cut the roll into individual frames. Normally, this is done on a light table so the edges of the frame can be seen clearly. To mount a slide, you simply slide the frame into an open slit on the edge of the slide mount. On one side of the plastic slide mount is the lettering, “THIS SIDE TOWARDS SCREEN.” The lettering appears along the side of the open slit. The slide is mounted properly when the emulsion side of the film faces the lettering, and the slide is straight. No light should pass between the edges of the film edges and the mount.

When projected slides appear correctly on the screen, they are placed in the projector (or slide tray) upside down and backwards, as viewed from the operator’s position. An operator’s dot is often placed on the slide mount to aid in organizing the slides in the tray. When the slide is viewed with the emulsion side towards you and the image is upside down, the operator's dot is marked on the upper right-hand comer of the slide mount. The slides are placed into the slide tray correctly when the operator's dot can be seen facing the outside of the tray.