



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 5290.1E
3GA

16 MAR 1998

STATION ORDER 5290.1E

From: Commanding Officer
To: Distribution List

Subj: TRAINING AUDIOVISUAL SUPPORT SERVICES

Ref: (a) MCO 5290.1B

1. Purpose. To publish the audiovisual services available through the Training Audiovisual Support Center (TAVSC) in support of station and tenant organizations.

2. Cancellation. StaO 5290.1D.

3. General. The TAVSC is guided by the reference governing audiovisual services and support. The services are provided in order to support the training requirements and operational mission needs of organizations aboard this command. This support includes still photographic capability, video documentation and production, graphic arts, training films library, audiovisual equipment check out, and audiovisual equipment maintenance and repair. Also provided is the technical expertise to identify, research and develop audiovisual systems in support of training. This includes classroom, conference, and briefing room presentation systems.

4. Organizational Structure and Capabilities. The TAVSC is organized and structured under the Station S-3 Operations Department. The TAVSC is broken down into the following sections:

a. Photographic Section. This section provides still photographic capability to include color photographic prints as well as administrative requirements such as promotion, augmentation, and weight control photos. Copy capability is also available within copyright restrictions. Requests for photographer support to document unit activities in support of routine mission, historical or training purposes should be coordinated with the Photographic Section NCOIC two weeks prior to the event. Situations requiring less than a two week notice should be of immediate or emergency nature warranting the lack of previous planning. Processing and printing of **official** film taken by PAO, PMO, AIS, NCIS, and other organizations is also available.

b. Duty Photographer. A 24 hour duty photographer is available for accident, criminal, or investigative purposes only.

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Requests for the duty photographer will be made through the PMO Desk Sergeant. In the instance of aviation mishaps the duty photographer will be tasked by the duty operations desk. Transportation for the duty photographer must be provided by the requester. Duty photographer support should be a forethought to ensure photographic documentation of these incidents are preserved before the crime scene is compromised.

c. Graphic Arts Section. This section provides graphic arts capability to include computer generated training charts, signs, posters in support of mission accomplishment, paste up and layout of official flyers, programs for change of command ceremonies and other requirements utilizing artistic images. A rough sketch should be provided to this section with the request to ensure the end product meets the customer's need. This section also has a self help area for simple lettering of charts and signs. Routine requests should be submitted ten days prior to use. Requests other than routine must be coordinated with the NCOIC of the Graphics Section.

d. Instruction Television Section. This section provides video production capability to include documentation of routine mission, historical, or training purposes. Video productions are broken down into the following two areas;

Category 1: These productions are requirements that will be utilized to conduct long term/repetitive training or information. These productions require extensive coordination between the requester and the ITV Section due to the necessity of a written script, professional narration and editing. Examples of this type of video productions are welcome aboard, runway procedures, and range management and use procedures. These productions require an average of four months to complete. Requests for this type of production should be coordinated with the TAVSC OIC.

Documentation: This type of video support is usually routine in nature and does not involve scripting, narration or extensive editing. Examples of this are range sweeps, weapon shoots, one time training classes, change of command ceremonies and special events aboard the station. Coordination for this service should be coordinated with the ITV NCOIC.

The ITV section also has the capability to duplicate video tapes that are not protected by copyright laws or fall under the Fair Use Act. Questionable requests should be sent to the Law Center for copyright clearance prior to being submitted to ITV for duplication.

e. Audiovisual Products Section. This section contains a library of DoD and Marine Corps training video tapes available for check out in support of training. It also has the capability to research and acquire training video tapes not contained in the library. This research is based on the subject matter information provided by the customer. Audiovisual equipment is available for check out to include 35mm projectors, overhead projectors, televisions, video cassette recorders, video projectors and projection screens. This equipment is available on a first come, first serve basis. The repair of government audiovisual equipment can also be accomplished by this section. In addition, technical expertise is available to assist in developing unit requirements for audiovisual presentation systems and related equipment.

f. Audiovisual Equipment Procurement. Per the reference all garrison audiovisual equipment aboard the air station is centrally managed by the TAVSC OIC. Requests for audiovisual equipment procurement must be submitted to the TAVSC OIC in writing. Units desiring to utilize unit funding must have the supply documents pre-approved by the TAVSC OIC prior to procurement, this includes the use of the IMPACT card. This allows for the TAVSC to identify possible TAVSC funding and ensures the equipment can be repaired by the TAVSC repair section.

5. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.


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DISTRIBUTION: B