

WAR DEPARTMENT TECHNICAL MANUAL

TM 11-409

This manual supersedes TM 11-409, Photographic Laboratories, Organization and Operation in Service Commands, Departments, and Posts, 12 June 1944, including C 1, 12 September 1944.

Superseded

PHOTOGRAPHIC LABORATORIES

ORGANIZATION AND OPERATION
IN
CLASS I AND II INSTALLATIONS



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BY ORDER OF THE SECRETARY OF WAR:

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CONTENTS

	<i>Paragraph</i>	<i>Page</i>
SECTION I. GENERAL		
Purpose and scope of manual.....	1	1
Mission of photographic laboratories.....	2	1
Army Pictorial Service.....	3	1
Functions of Army photography.....	4	2
Definitions.....	5	2
General instructions.....	6	5
Official photographer identification cards and sleeve insignia.....	7	6
II. ORGANIZATION AND FUNCTIONS		
General.....	8	8
Organization.....	9	9
Equipment and Personnel.....	10	10
Photographic training.....	11	11
Workrooms.....	12	13
Standardization of technique.....	13	14
Maintenance of laboratory equipment.....	14	14
Unsatisfactory equipment report form.....	15	15
Related manuals.....	16	15
III. OBTAINING EQUIPMENT AND SUPPLIES		
Additional equipment.....	17	16
Equipment and supply records.....	18	16
Organizational spare parts.....	19	16
Preparation of property issue slips.....	20	16
Precautions in preparation of property issue slips.....	21	17
IV. HANDLING CLASSIFIED MATERIAL		
Restricted, Confidential, and Secret photographs	22	18
V. DUTIES OF INSTALLATION PHOTOGRAPHIC OFFICER		
Responsibility of installation signal officer.....	23	19
Duties of installation photographic officer.....	24	19
Photographs for post Public Relations Office.....	25	20
VI. HANDLING STILL PICTURES		
Screening or editing.....	26	21
Numbering system for negatives.....	27	21
Printing.....	28	22
Signal Corps seal.....	29	23
Captioning.....	30	24
VII. FILING NEGATIVES AND PRINTS		
Filing negative and prints.....	31	26
Suspense book.....	32	27

	<i>Paragraph</i>	<i>Page</i>
VIII. WORK ORDERS AND PRODUCTION REPORTS		
Procurement of forms.....	33	28
Preparation of work orders.....	34	28
Still photographic laboratories production report.....	35	29
IX. DISPOSITION OF PHOTOGRAPHIC FILES		
Segregation by installation photographic laboratories.....	36	31
Disposition of non-record material (still picture).....	37	32
X. IDENTIFICATION PICTURES		
Use of identification pictures.....	38	33
Identification photographs for WD AGO forms.....	39	33
Size of identification pictures.....	40	33
Use and preparation of Title Board Set PH-273.....	41	33
Identification equipment.....	42	35
Signal Corps seal on identification photographs.....	43	36
Insignia and writing signature.....	44	36
XI. LABORATORY LAYOUT		
Suggested layout.....	45	37
Ventilation.....	46	37
XII. MISCELLANEOUS REGULATIONS		
Cooperation in photographing naval activities.....	47	41
Forwarding unprocessed film.....	48	41
Use of cameras on military establishments.....	49	41
Sale of still and motion picture material.....	50	42
Photographs of graves and funerals.....	51	44

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SECTION I GENERAL

1. Purpose and Scope of Manual

This manual is intended to guide all personnel responsible for the operation of photographic laboratories (par. 5a) at class I and II installations. Information pertaining to organization, function, administration (records and files), and policies is included to aid in establishing an individual standing operating procedure for laboratory operation. Because all phases of operation of a War Department, post, camp, or station photographic laboratory cannot be covered in a single manual, this manual presents only that information which applies to problems arising during normal photographic operations.

2. Mission of Photographic Laboratories

The chief mission of photographic laboratories at class I and II installations is to provide military still photographs (par. 5) for essential military requirements. These photographs are utilized to furnish pictorial information for operations, training, intelligence, public information, records, morale, identification, orientation, mapping, and research.

3. Army Pictorial Service

Army Pictorial Service is charged with technical control of operations relative to photographic work for the arms and services of Army Ground Forces, armies, and technical services not otherwise provided with photographic facilities. Policies and instructions for the accomplishment of photographic activities are established by the Chief, Army Pictorial Service, Office of the Chief Signal Officer, Washington 25, D. C., with the exception of the following: photographic activities peculiar to the Army Air Forces, certain specific types of photography provided in AR 210-390 and AR 300-15, photomechanical reproduction, microphotographic copies of records and X-rays, and those activities which are an integral part of the research and development functions of any of the other technical services.

4. Functions of Army Photography

The functions of Army photography are as follows:

- a. To provide essential information for research and development activities.
- b. To convey information on combat and field operations to the War Department, Army Air Forces, Army Ground Forces, armies, and technical services upon which improved training techniques, doctrines, and methods may be based.
- c. To provide commanders with information of tactical, technical, logistical, intelligence, and strategic value.
- d. To supply staff agencies of the War Department, Army Air Forces, Army Ground Forces, armies, and technical services and appropriate commanders with information on matériel, conditions, personnel, techniques, and legal evidence as required.
- e. To provide personnel identification.
- f. To provide pictorial news subjects as directed by appropriate commanders under War Department Bureau of Public Relations policies.
- g. To provide a historical record of all phases of military operations.

5. Definitions

a. PHOTOGRAPHIC LABORATORY. A facility equipped for picture taking, developing, and printing, other than (but may include) photographs for identification cards, photomechanical reproduction, and microphotographic copies of records. An installation whose photographic authorization includes camera equipment, film, flash lamps, etc., only for taking pictures is not a photographic laboratory.

b. MILITARY PHOTOGRAPHY. Photography in black and white and/or color of terrain, individuals, objects, and events of strategic, tactical, technical, and/or logistical nature, which are vital to military operations.

c. BASIC PHOTOGRAPH. An *original* photographic still picture negative, motion picture negative, film strip negative, or an original color transparency. A duplicate negative, a print that can be duplicated, a duplicate color transparency, or a color print is a *basic photograph* only if it is known or believed that the original negative does not exist in good condition in United States military files. In the case of similar negatives which are substantially duplicates of the same scene, only one negative should be selected as a basic photograph.

d. CAPTION. Photographic coverage is valueless unless each still picture or motion picture sequence is completely identified by

properly documented explanatory notes. Such notes are called *captions*. (See fig. 1.) Captions must contain all the information necessary for analysis or for the writing of commentaries.

(1) Captions must answer the following questions as completely as practicable:

(a) *Who?* Full name of person photographed, grade, serial number, home town, and branch of service.

(b) *What?* Identity of everything photographed.

(c) *When?* Date, time of day.

(d) *Where?* Statement of location as accurately as possible.

(e) *How?* Statement of how subject photographed operates, and under what special conditions or circumstances.

(2) Captions should also contain the following information:

(a) Cameraman's name and unit or station designation.

SMITH, SGT, JOHN

6 July 1945

160-512-18/AH-45

Photographer: M/Sgt
John Doe, Hq Co, Ft Blank

Sgt. John Smith, ASN 32365321, of 28 N. Free St., Chicago, Ill., Infantryman with Co. C, 254th Regt., 63d Div., Second Army, fires an M-3 submachine gun as his unit pushes forward through a forest near Camp Davis, N. C. The advance was part of current maneuvers which began 4 July 1945. On the road, at left, an M-4 tank fires its new-type 76-mm gun equipped with muzzle brake.

GUNS-SUB-MACHINE-M-3

6 July 1945

160-512-18/AH-45

Photographer: M/Sgt
John Doe, Hq Co, Ft Blank

Sgt. John Smith, ASN 32365321, of 28 N. Free St., Chicago, Ill., Infantryman with Co. C, 254th Regt., 63d Div., Second Army, fires an M-3 submachine gun as his unit pushes forward through a forest near Camp Davis, N. C. The advance was part of current maneuvers which began 4 July 1945. On the road, at left, an M-4 tank fires its new-type 76-mm gun equipped with muzzle brake.

TL90940S

Figure 1. Sample captions.

(b) Negative numbers assigned to the still picture.

(3) If results of tests photographed are immediately determinable, they should be stated whenever practicable. Maps, charts, or other documents should be inclosed with captions when available, if necessary or applicable to supplement caption data.

(4) Responsibility for captions is as follows:

(a) The individual photographer is responsible for making adequate notes on each picture or sequence. (See fig. 1.) These notes should, if practicable, be made in duplicate, so that the photographer may retain the duplicate and forward the original of his notes with the film to which it pertains. His notes and film package must contain markings which will unmistakably identify them as belonging together in case they should become separated later.

(b) The final caption is prepared by the photographic laboratory.

e. RECORD MATERIAL. Record material includes basic photographs as follows:

(1) Basic photographs, determined by proper screening (par. 28*b*, *c*, and *d*), which are worthy of retention in the War Department permanent photographic files. Record material includes the following:

(a) News photography of Nation-wide interest (views of combat and base activities, new equipment, nationally known men in the service, etc.).

(b) Historical photography taken to record events of historical importance, campaigns, ceremonies, presentations of citations, etc.

(c) Unusual photography depicting any phase of military activity in which the photographic treatment is outstanding (studies of typical soldiers, night views, silhouettes, off-angle shots, etc.).

(d) Photography which has been released to any publication, to any Army or commercial newsreel, or for any other type or method of public presentation.

(e) Photography of interest to the War Department, including prints or negatives seized or obtained from enemy sources or acquired from any other foreign source.

(2) Basic photographs of the following type after they have served their original purpose and are of no further use to the initiating agency. These pictures will then be properly screened to determine their worth for retention in the War Department permanent photographic files. Such selected material will then be considered record material.

(a) Instructional photography which shows training methods

or techniques, and field expedients, or which presents material for orientation, information, and educational purposes.

(b) Photographs made specifically to illustrate or accompany reports for Army Ground Forces, armies, technical services, or other military agencies.

f. NON-RECORD MATERIAL. Non-record material includes the following types of exposed photography.

(1) All spoiled or damaged film which is unusable.

(2) All master positives, duplicate negatives, and prints *not* considered basic photographs (*c* above).

(3) All basic photographs other than those selected for permanent record files.

(a) This includes original negatives and reproductions of purely temporary interest and one-time use such as photographs showing local storage facilities, housing arrangements, and stock piles, or unsatisfactory equipment reports, damage reports, and accident reports. After such photography has served its initial purpose and in the absence of instructions to the contrary, it may be classified as non-record material not required for reference.

(b) This category further includes the majority of photography for local public relations use but not released for newsreel use or for publication.

(c) Identification pictures also are considered part of this group.

6. General Instructions

It is assumed that personnel detailed to make pictures for the War Department are qualified in the technical use of camera equipment. Military photographs, in addition to their immediate use, possess future value for historical, publicity, research, and technical purposes. Each person connected with a photographic laboratory should endeavor to produce the finest work at all times. The following considerations are important in making good pictures:

a. TECHNICAL DETAILS: (1) Keep lenses and cameras clean and in good repair.

(2) Use a lens shade at all times to avoid the effect of incident or unwanted light on a negative.

(3) Use filters when necessary to produce desired special effects.

(4) Use an exposure meter to determine the correct exposure.

(5) Attain sharp definition by proper focus.

(6) Use a shutter speed fast enough to stop action.

b. PLANNING. When possible, plan pictures so that all the interesting and pertinent elements of an incident are shown. Efficient picture planning insures adequate, integrated coverage. Do

not always attempt to tell the entire story in a single picture; take additional pictures when necessary. Always prepare a plan, even if that plan may be changed or abandoned later.

c. **DISTRACTING BACKGROUNDS.** The essential part of the picture must be dominant and must not be obscured by unimportant details. Avoid backgrounds that distract attention from the subject.

d. **INFORMAL POSING.** In photographs showing groups at work on technical operations, do not have the subjects look into the camera or appear to pose.

e. **PROPER UNIFORM.** When photographing men in uniform, make certain that their dress conforms to regulations.

f. **UNFAVORABLE PUBLICITY.** Photographs for release to the public showing military personnel in any situation that might bring discredit to the service must not be taken.

g. **CAPTIONS.** Captions provide a record of names, places, dates, and circumstances involved. If the caption is written when the picture is taken, authenticity is assured, and time and later effort are saved. A good picture, however, can tell its story independent of its caption. (See par. 5*d.*)

h. **LIGHTING AND PERSPECTIVE.** Sharpness, angle of view, perspective, and proper lighting are important factors in photographing buildings, construction operations, machines, and technical equipment.

i. **STUDYING PHOTOGRAPHS.** Study previous photographs for faults. Observation and careful study of photographs in newspapers and magazines improve technique.

j. **COOPERATION.** The Army photographer has an important mission to perform. Differences in rank should not prevent him from obtaining pictures with good composition and story-telling qualities. Full and ready cooperation of all commissioned personnel can be expected upon respectful request by the photographer.

7. Official Photographer Identification Cards and Sleeve Insignia

a. Since official U. S. Army photographers are required to cover assignments at all types of installations, both on and off military reservations, the photographers should be provided with identification cards, WD AGO Form 11-176 (Identification Card—Army Photographer).

b. The Army photographer's insignie consists of a black rectangle ($1\frac{1}{4}$ inches wide by $3\frac{3}{4}$ inches long) within a $\frac{1}{8}$ -inch border of golden orange. The words OFFICIAL U. S. ARMY

PHOTOGRAPHER appear in golden orange letters on the insigne. The insigne is worn on the outside half and parallel to the end of the right sleeve of all outside garments with the lower edge of the device centered 6½ inches above the end of the sleeve.

SECTION II

ORGANIZATION AND FUNCTIONS

8. General

a. The work of photographic laboratories is done under the direction of the commanding officer of the department, post, camp, station, or other military establishment to meet local and War Department requirements. Efficient operation and administration

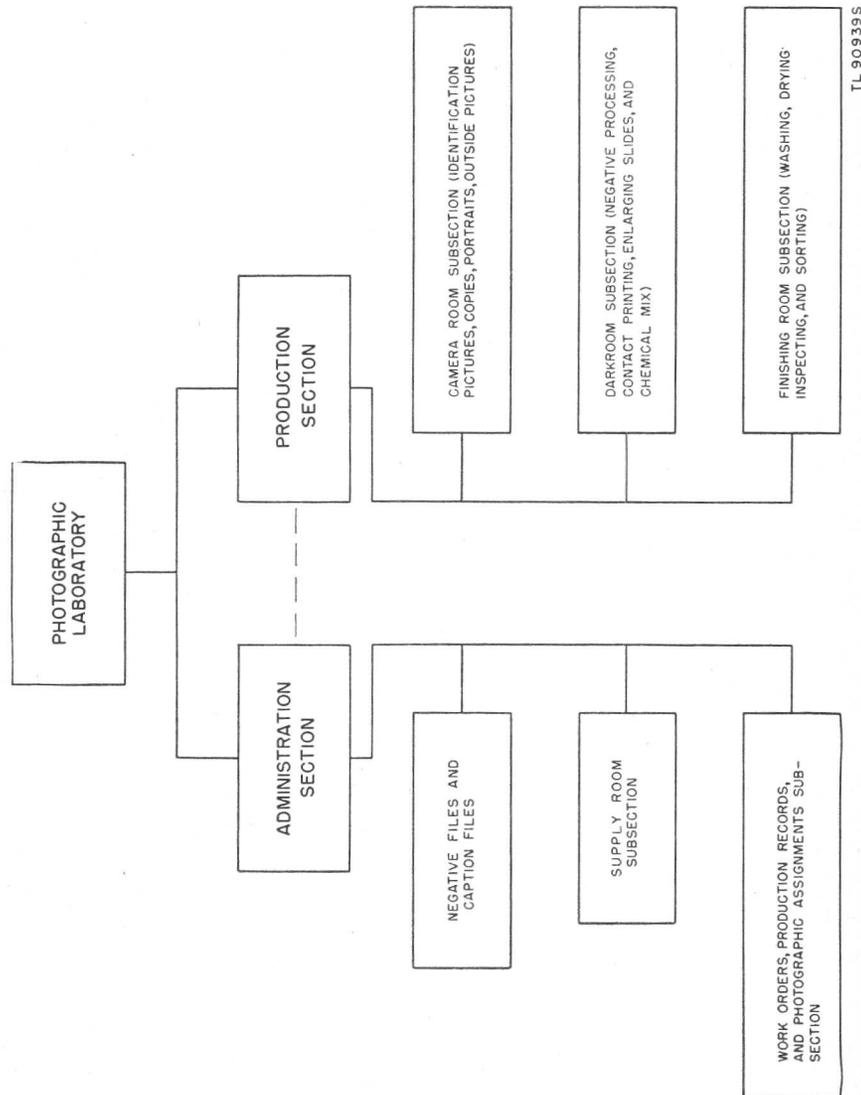


Figure 2. Typical organization of a photographic laboratory.

of a photographic laboratory depends upon organization, qualified personnel, standardized technique, and adequate facilities.

b. Routine procedure in the operation of a laboratory and the production of photographs must be systematically and efficiently planned. Workrooms should be laid out on the production-line principle for maximum efficiency with a minimum expense of time and effort. (See fig. 9.)

9. Organization

The functions of a photographic laboratory are divided between the administration section and the production section. (See fig. 2.)

a. ADMINISTRATION SECTION. This section is charged with the following:

(1) Maintenance of administrative records, rendition of administrative reports, and preparation of work orders, schedules, and assignments.

(2) Maintenance of negative files of *photographs for reference* and a *caption file*. (See par. 31.)

(3) Requisitioning of equipment and expendable supplies through the post signal officer.

b. PRODUCTION SECTION. The production section is charged with taking pictures and performing all phases of the work from processing the negatives to printing the finished photographs. The functions of the production section may be divided into three subsections: camera room, darkroom, and finishing room.

(1) *Camera room*. Identification pictures, copies, portraits, and outside photographic work.

(2) *Darkroom*. Film processing, contact printing, enlarging, and chemical mixing.

(3) *Finishing room*. Washing, drying, inspecting work, and sorting orders.

10. Equipment and Personnel

Equipment and personnel of a photographic laboratory will vary, depending on the work load requirements.

a. PHOTOGRAPHIC LABORATORY SET AN/FFQ-1.* When the average monthly requirement of photographs to be taken is under 200, Photographic Laboratory Set AN/FFQ-1 may be issued. This set consists of one 4 x 5 speed graphic camera, two Kodak 35-mm still cameras, and lighting and processing equipment including an enlarger and contact printer. The set is usually adequate for smaller posts and depots. Photographic Laboratory Set AN/FFQ-1 can be operated efficiently with the personnel listed in

either (1) or (2) below, depending on the specific work load requirements.

- (1) One photographer, news..... (SSN 152)
One photographic laboratory technician,
general (SSN 945)
- (2) One photographic laboratory chief..... (SSN 945)
One photographer, news..... (SSN 152)
One photographer, portrait..... (SSN 152)

b. PHOTOGRAPHIC EQUIPMENT PH-390.* When the monthly photographic requirement is from 200 to 450 negatives, Photographic Equipment PH-390 will normally be issued. This set consists of two 4 x 5 speed graphic cameras, two Kodak 35-mm still cameras, and lighting and processing equipment including an enlarger and a contact printer. The set is the standard issue for average post laboratories. Greater production requirements at some posts may, however, necessitate additional equipment. Under average conditions, Photographic Equipment PH-390 can be operated efficiently by the following personnel:

- One photographic laboratory chief..... (SSN 945)
- One photographer, news..... (SSN 152)
- One photographer, portrait..... (SSN 152)
- One photographic laboratory technician,
general (SSN 945)
- One clerk, general..... (SSN 055)

c. PHOTOGRAPHIC EQUIPMENT PH-391.* Army headquarters laboratories are normally authorized Photographic Equipment PH-391, as are other large post laboratories, when the work load is sufficient to warrant issue of this set. The following items are included in Photographic Equipment PH-391: three 8 x 10 cameras, three 4 x 5 speed graphic cameras, three 35-mm cameras for identification work, and lighting and darkroom equipment for the processing of 35-mm to 8- x 10-inch negatives. Photographic Equipment PH-391 can be efficiently operated with an 8- to 15-man laboratory team.

(1) *Typical 8-man laboratory team.*

- One photographic laboratory chief..... (SSN 945)
- Two photographers, news..... (SSN 152)
- One photographer, portrait..... (SSN 152)
- Three photographic laboratory technicians.... (SSN 945)
- One clerk, general..... (SSN 055)

* Nonstandard and subject to revision of components and nomenclature. The replacement of AN/FFQ-1, PH-390, and PH-391 by a photographic laboratory equipment list is contemplated. It is anticipated that there will be columns corresponding approximately to the above mentioned sets.

(2) *Typical 15-man laboratory team.*

One photographic laboratory chief.....	(SSN 945)
One photographic laboratory supervisor.....	(SSN 945)
Three photographers, news.....	(SSN 152)
Two photographers, portrait.....	(SSN 152)
Six photographic laboratory technicians (general, developers, printers, retouching artist)	(SSN 945)
Two clerks, general.....	(SSN 055)

d. MISCELLANEOUS. (1) A list of the basic components of Photographic Laboratory Set AN/FFQ-1, Photographic Equipment PH-390, and Photographic Equipment PH-391 is contained in the current Signal Supply catalog.

(2) The photographic laboratory chief, usually the senior enlisted man present, assists the photographic officer in general supervision of the laboratory.

(3) Photographic laboratories must work smoothly and efficiently to perform their mission. Each specialist should learn to perform in addition to his own duties, the duties of the other specialists in the laboratory so that emergencies need not impair operating efficiency. Note that the training of photographers (SSN 152) also includes some laboratory work and that the training of laboratory technicians (SSN 945) also includes rudimentary camera work.

11. Photographic Training

a. GENERAL. Photographic training for the photographer is confined to the practical application of military photography. The photographer is trained to recognize situations of military and public information value, to select instinctively and rapidly the most important action to be covered, and to obtain complete coverage of the assignment. Assignments are planned to demonstrate the photographic techniques necessary to stop motion, to secure definition and depth of field, and to result in adequate exposure and good negative and print quality.

b. COVERAGE. Each photographer must be trained to make full use of the capabilities, and realize the limitations, of the various types of camera equipment used to accomplish his mission. The assignments may include such tasks as photographic reconnaissance and photographing operations and maneuvers, devastated areas, prisoners of war, captured material, and historical events. Every photographer performing a mission should continually study photographs made by himself and others in order to improve his own work.

c. VALUE OF PICTURES. The cameraman must be taught the value of fresh picture treatment and interesting approach. Since almost every subject has been photographed in some form, a new idea or approach is of paramount importance. Frequently an assignment is best covered in a series of pictures, each shot telling a story. Distant pictures, to establish location and scale, and close-ups for important detail are often essential for complete photographic coverage. This is particularly important in photographic reconnaissance, for in photographs made available before an operation, commanders have visual supplement to verbal and written reconnaissance reports. From this type of photograph, conditions of terrain may be studied in greater detail, bridge sights may be selected, objectives for attacks may be pointed out and their approach planned, or targets for artillery may be discovered. In photographic recording of operations or conditions following combat, flow and variety in story treatment are important; continuity, pace, and impact are essential in still as well as in motion picture photography.

d. EXPOSURES. The attainment of maximum quality in photographs requires that the photographer have a thorough understanding of film emulsions, speed, contrast, and latitude. Since emulsions for specific purposes are highly standardized, the photographer is trained intensively in the use of a small number of film types and is thoroughly acquainted with their characteristics.

e. HANDLING. All training emphasizes the necessity for speed in exposing, collecting, processing, and forwarding film to using agencies, at the same time maintaining a high technical quality in the finished product. A photographic mission is never complete until the photographs are in the hands of the user. The best photograph may prove valueless if it is not processed and delivered rapidly. This is outstandingly important in instances when the mission involves assistance to local ground commanders who plan to employ the photographs in immediate support of an operation.

f. CONSERVATION OF FILM. Conservation of film and other photographic supplies and equipment must be stressed at all times. Full use of photographic materials results only when individual photographers learn to appraise each shot in terms of the finished picture. This takes only a few seconds before each exposure. Personnel must be trained so they will not be a "trigger-happy" cameramen.

g. MISCELLANEOUS. (1) *Alertness*. The photographer must be able to recognize the peak of expression or action and to catch it instinctively.

(2) *Care of equipment.* The photographer must take care of his camera, since it is as important to him as the rifle is to the infantryman. (See par. 14.)

h. CRITIQUES. The work of each individual photographer must be discussed with him at frequent intervals in regard to the technical quality and usability of his work. This is accomplished by means of critiques. The critique appraises and serves as a check on the technical quality of the photography, as well as on the completeness of coverage in general, variety of angles, continuity, and story development. Critiques are based on apparent conditions under which pictures were made and embody constructive criticism and suggestions for overall improvement. A record should be kept of the work of each photographer.

i. ADVANCED INSTRUCTION. When it is believed that additional photographic training will improve the technical ability of an enlisted photographer or a photographic laboratory technician, a request to send him to the Signal Corps Photographic School, Signal Corps Photographic Center, Long Island City, New York, for this instruction should be made to the Chief Signal Officer through appropriate command authority. Men selected for this advanced instruction must have a minimum rating of semiskilled. Training as photographer (SSN 152) and photographic laboratory technician (SSN 945) is available to those selected. The course for photographers covers instruction in the following: basic and advanced speed graphic techniques, lenses, filters, single and multiple flash photography, as well as operation of 35-mm still cameras of various types, applicable to black and white and to color photography; practical assignments in the field with military units where stress is placed upon adequate coverage from military, public information, and historical record angle as well as pictorial quality; and field expedients in the care of equipment and the development and printing of negatives. The course for photographic laboratory technicians furnishes the necessary background required for processing of exposed negatives under extreme conditions of temperature and location; and it includes instruction in rudimentary camera work, lenses, filters, copying, loading, negative developing, printing theory, contact and projection printing, reducing, intensifying, photographic chemistry, washing, and drying.

12. Workrooms

Proper arrangement and ventilation of laboratory rooms and placement of equipment will expedite and produce a steady flow of finished work. A suggested layout for photographic laboratories

appears in figure 9. A discussion of ventilation is contained in paragraph 46.

13. Standardization of Technique

Laboratory procedure and technique must be standardized to conserve time and material, to utilize personnel efficiently, and to maintain a higher quality of workmanship.

a. ORDER. Cleanliness and orderliness are mandatory. Laboratory rules and regulations should be posted covering the following:

- (1) Arrangement and appearance of rooms.
- (2) Use of water and lights.
- (3) Immediate reporting of broken equipment.
- (4) Labeling of chemical solutions.
- (5) Proper storage of films, chemicals, and paper.

b. INSPECTION. Laboratories should be inspected at least once a week.

14. Maintenance of Laboratory Equipment

All laboratory equipment will be inspected periodically to determine mechanical condition and to insure proper functioning. Photographic equipment is costly and is not readily replaced. It must be kept in good working order and repair at all times.

a. INSPECTION CHECK. During an inspection of laboratory equipment, the following will be checked:

- (1) Presence of rust, rot, fungus, or corrosion in all equipment.
- (2) Mechanical condition of belts, gears, watertight bearings, friction drives, and motors of all power-driven mechanisms for adjustment, damage, wear, lubrication, and tightness of bolts.
- (3) Mechanical and electrical condition of cameras, synchronizers, extension cords, lighting units, enlargers, printers, and their component parts.

b. RUSTY EQUIPMENT. All equipment subject to rust, such as print and film washers, must be inspected quarterly, and rusted parts or areas must be cleaned with steel wool or a scratch brush and sandpaper. These parts or areas should be repainted with a good quality water-resistant paint.

c. PROTECTIVE COATING. Equipment such as cameras and enlargers often has parts subject to rust, fungus, corrosion, or rot. If any of these conditions is found, the parts must be cleaned and given a protective coating of lacquer, paint, leather dressing, heavy grease, oil, vaseline, or any other suitable protective material. (See TB SIG 13 and subsequent Technical Bulletins on

photographic equipment for latest information on moistureproofings and fungiproofing.)

15. Unsatisfactory Equipment Report Form

a. WD AGO Form 468 (Unsatisfactory Equipment Report) is used to report either or both of the following deficiencies in a piece of equipment:

- (1) Failure of the item to do the job for which it is intended.
- (2) Premature break-down of an item or specific parts of an item.

b. Photographic engineers are dependent upon the unsatisfactory reports on photographic equipment sent back by men in the field to show where and how improvements are needed. The full value of these reports can be realized only if the report is correctly filled out. The following will aid in filling out the form correctly:

- (1) Use specific and correct nomenclature to identify definitely the item and the specific failing parts of it.
- (2) Give sufficient data under "Description of Trouble and Probable Cause."
- (3) Under "Unusual Service Conditions," indicate the unusual conditions and, in addition, show what parts of the equipment were affected by the conditions.

16. Related Manuals

a. Field Manuals and Technical Manuals relating to photography and photographic equipment are listed in FM 21-6. Also use Navy training course manuals Volume I NAVPERS 10371 and Volume II NAVPERS 10372, 1945. These Navy manuals titled *Photography* are valuable for photographic training and reference. Volume I contains instructions in still picture photography; Volume II covers aerial, color, and motion picture photography. Units desiring these manuals should forward requests through the Headquarters of Army Pictorial Service.

b. All instructions and technical information furnished by manufacturers of photographic equipment issued by the Signal Corps should be given particular attention.

SECTION III

OBTAINING EQUIPMENT AND SUPPLIES

17. Additional Equipment

In situations where additional equipment is deemed necessary, a request, accompanied by a detailed statement explaining the need for the equipment, may be submitted to the signal supply branch of the post, camp, or station.

18. Equipment and Supply Records

The officer in charge of the laboratory must know at all times the operating capacity of the laboratory and the quantity of supplies on hand. Current editions of War Department Catalogs SIG 4-1 and SIG 4-2 list authorized maximum control levels. These are not periodic allowances. They specify the maximum quantity authorized to be on hand and/or due in at an organization at any one time. The manner of obtaining expendable and nonexpendable supplies is prescribed in War Department Catalog SIG 1 and in War Department Technical Manuals dealing with supply.

19. Organizational Spare Parts

When replacement spare parts are needed for nomenclature Signal Corps items, the appropriate War Department Catalog SIG 7 should be consulted. These are a series of pamphlets, each of which provides information on a separate major item of equipment. They list parts, lamps, belts, etc., authorized for the using organization. For example: SIG 7-PH-104 covers Camera Equipment PH-104.

20. Preparation of Property Issue Slips

a. GENERAL. WD AGO Form 446 (Property Issue Slip) must be prepared according to the provisions of AR 35-6540, War Department Catalog SIG 1, and other instructions issued from time to time. Strict observance of these provisions by initiating personnel insures prompt and efficient accomplishment of supply.

b. PROCEDURE. Consult TM 38-403 and TM 38-220 for further information in property issue. The following procedures are recommended:

(1) *Accomplishment of initial issue.* When the initial issue of authorized items is incomplete, submit a property issue slip to make up the shortage.

(2) *Property issue slip for expendable items.* Property issue

slips may be submitted for expendable items within authorized control levels, using the levels authorized in War Department Catalogs SIG 4-1 and SIG 4-2 as an index. Fill in all applicable columns and forward the requisite number of copies to the signal supply branch of the installation.

(3) *Excess allowances.* Requests for equipment in excess of authorized allowances must be submitted separately. These requests must be filled out as stated in (2) above, and must also include, or be accompanied by, a full statement justifying the issue of this equipment. Such statements should contain statistics on the amount of time required, the amount of work required, and any other data pertinent to production.

21. Precautions in Preparation of Property Issue Slips

a. The following *don'ts* are offered to avoid common faults in the preparation of supply forms:

(1) Don't fail to fill in all applicable columns and blanks on the forms. The *On hand* and *Due in* columns are as important as the *Quantity desired* Column.

(2) Don't request authorized and unauthorized items on the same slip.

(3) Don't include photograph and nonphotograph items on the same slip. This causes delay in accomplishing issue because items of different classes must be separated.

b. Compute quantities and state units accurately.

c. Indicate nomenclature and stock numbers according to the current supply catalog or other supply publications.

SECTION IV

HANDLING CLASSIFIED MATERIAL

22. Restricted, Confidential, and Secret Photographs

a. GENERAL. Regulations governing classified photographs are contained in AR 380-5. The photographic officer personally supervises the making of prints or other products from negatives of a Secret or Confidential classification. Only the required number are produced, and the prints or other products must be properly safeguarded during finishing. Negatives and all prints of Secret or Confidential photographs are marked as prescribed in paragraph 24a(3) and (5), AR 380-5. For disposition of *non-record* material, see section IX.

b. PROCEDURE AND REGULATIONS. Pertinent policy is as follows:

(1) Signal Corps photographers are official Army photographers and as such are authorized to photograph classified material and military activities for the War Department under the supervision of the appropriate commander.

(2) The photographing of Confidential or Secret material will be done in the presence of, or by the direction of, the local intelligence officer. The intelligence officer will indicate the material as Restricted, Confidential, or Secret at the time of photography.

(3) Locally developed photographs will be submitted to the local intelligence officer for classification before transmission to Washington.

(4) All photographic material which cannot be developed locally will be submitted to the headquarters of the appropriate armies for processing. If the work cannot be done within the armies, it will be reported to the Chief, Army Pictorial Service, Office of the Chief Signal Officer, Washington 25, D. C.

SECTION V

DUTIES OF INSTALLATION PHOTOGRAPHIC OFFICER

23. Responsibility of Installation Signal Officer

The installation signal officer is responsible to the commanding officer of the installation for the operation and maintenance of a post photographic library. He may personally supervise the operation of the photographic laboratory or delegate the position of photographic officer to an assistant.

24. Duties of Installation Photographic Officer

The installation photographic officer is responsible for the following:

- a.* Selecting qualified photographic personnel.
- b.* Producing photographic work of high quality.
- c.* Maintaining a photographic file for reference purposes and for completing production records as provided in section VIII and paragraph 31*b*.
- d.* Forwarding WD AGO Form 11-18 (Still Photographic Laboratories Production Report) (Reports Control Symbol Sig 17) each quarter in accordance with instructions contained in paragraph 35.
- e.* Forwarding photographs of record material and disposing of non-record material in accordance with instructions contained in section IX.
- f.* Conserving photographic materials by avoiding all unnecessary waste and duplication of pictures. The smaller sizes should be used where possible, and the number of negatives exposed and quantities of prints furnished should be kept to a workable minimum.
- g.* Seeing that all photographic work to be done is for official purposes and that the requesting officer certifies that the photographs desired are official and necessary in the military service.
- h.* Cooperating with the post Public Relations Officer and heads of other post activities to satisfy promptly their photographic requirements. (See par. 25.)
- i.* Forwarding Unsatisfactory Equipment Reports as indicated in paragraph 15.
- j.* Maintaining performance standards of the individuals and photographic laboratory as a whole by constant attention to training, compliance with standing operating procedures, and encour-

agement of individual initiative. Individual enlisted photographers need not rely entirely on officers for constant decision for selection of subject matter for photography.

k. Obtaining security clearance for photographic personnel. (See par. 7.)

25. Photographs for Post Public Relations Office

a. GENERAL. The photographic laboratory provides service for the Public Relations Office, subject to the provisions of AR 600-700 and special instructions when published.

b. COOPERATION. (1) Close liaison between the laboratory and the Public Relations Office insures efficiency and speed in the production of superior news pictures. The Public Relations Officer depends upon the cooperation of the photographic laboratory to meet the press deadline. Spot news coverage must be given high priority, since its publicity value lasts for only a few hours or a few days.

(2) When the Public Relations Officer has an Army photographer assigned to his office, the photographic laboratory provides the photographer with film to cover his assignments. This film must be processed and filed by the photographic laboratory as Signal Corps photographs. The pictures must bear the Signal Corps credit line when published.

SECTION VI

HANDLING STILL PICTURES

26. Screening or Editing (sec. IX)

At the installation photographic laboratory, incoming negatives will be grouped immediately into at least two categories: record material and non-record material. (See par. 5.)

27. Numbering System for Negatives

This system is applicable to *all* black and white negatives produced by the photographic laboratory and complies with War Department requirements for marking photographs in the permanent files. The numbering is divided into two parts. The first part is of interest only to the installation photographic laboratory and is separated from the second part by a slant bar (/). The second part is based upon the system used by the Signal Corps in maintaining the permanent photographic files of the Army and the War Department.

a. PART 1 (PRECEDING SLANT BAR). The numbers preceding the slant bar designate the station number if applicable, the job number, and the negative number applicable to the job only.

b. PART 2 (FOLLOWING SLANT BAR). The numbers following the slant bar are required as follows:

- (1) The army designation (e.g., AH for the First Army).
- (2) The last two digits of the current year (e.g., 46 for 1946).
- (3) The consecutive number of the negative *if selected as record material*. Consecutive numbers begin anew on 1 January of each year. Army commanders and Commanding General, Military District of Washington may designate blocks of negative numbers to the various installations.
- (4) The frame number will also be added to prints made from 35-mm rolls.

c. MANNER OF MARKING BLACK AND WHITE NEGATIVES. (1) Each negative $2\frac{1}{4}$ inches square or larger will be individually numbered. Thirty-five-millimeter still picture negatives will be kept in rolls, and each roll will be numbered as a single negative. In addition, each frame will also be given a frame number.

(2) The army designation and numbers will be separated from one another by dashes (-). With the following information, the designation and numbers as they would appear for record and

non-record material are shown in (a) and (b), respectively, below :

Station number.....	273
Job number.....	125
Job negative number.....	6/
Army designation	AH
Calendar year.....	46
Record negative number, <i>only if applicable</i>	1125

(a) *For record material* the number appearing on the negative would be 273-125-6/AH-46-1125.

(b) *For non-record material* the number appearing on the negative would be 273-125-6/AH-46.

(3) The number will be written on the glossy side of the negative along the clear edge below the picture. Thirty-five-millimeter rolls will be numbered on the blank space at the end of the roll. Black waterproof India ink should be used. Selected frames of 35-mm film should be notched in the outer margin to facilitate their identification in the darkroom.

d. COLOR TRANSPARENCIES. Color transparencies (cut film) will be exposed in holders that contain negative identifiers. Captions will be numbered to match the identification number of the holder.

Note. Unprocessed color transparencies must be packed with great care to prevent damage from any rough handling in transit. Wherever practicable, subjects photographed in color will also be photographed in black and white.

28. Printing

The number of prints will be kept to the absolute minimum to meet the immediate military requirements. The following steps are recommended :

a. Negatives should be given a preliminary editing as soon as developed to eliminate spoiled or damaged film which is unusable.

b. A secondary editing of negatives and/or prints will be made to determine which negatives will be the basic photograph of each scene. (See par. 5.)

c. Each basic photograph negative will be numbered and placed in Preserver PH-144 or Preserver PH-148. Thirty-five-millimeter rolls will be kept in containers of the type in which they were originally packaged.

d. A third screening will determine—

(1) The record and non-record categories.

(2) Prints required, if any, in addition to work order request (sec. VIII) for minimum distribution requirements. This includes one 4 x 5 single weight, glossy print of record category photographs. (See sec. IX.)

e. Only the minimum number of prints will be made immediately to meet the essential military requirements of—

- (1) Work order prints.
- (2) Prints required for the local reference file.
- (3) Prints required for minimum additional distribution. (See *d* above.)

f. The job number and negative number are lightly written with a soft pencil on the back of each print before developing. A rubber stamp may be used for numbering the finished print.

29. Signal Corps Seal (fig. 3)

The Signal Corps seal must appear in the lower right or lower left corner of all photographs. The seals may be obtained from the photographic laboratory at the appropriate army headquarters. They should be taped in place at the lower corner of the enlarger easel or contact printer masking blades. Seals are furnished in the following sizes:

- a. $\frac{1}{4}$ -inch seal for identification pictures.
- b. $\frac{5}{16}$ -inch seal for 4- by 5-inch contact prints.
- c. $\frac{5}{8}$ -inch seal for enlargements 8 by 10 inches, 11 by 14 inches, or larger sizes.

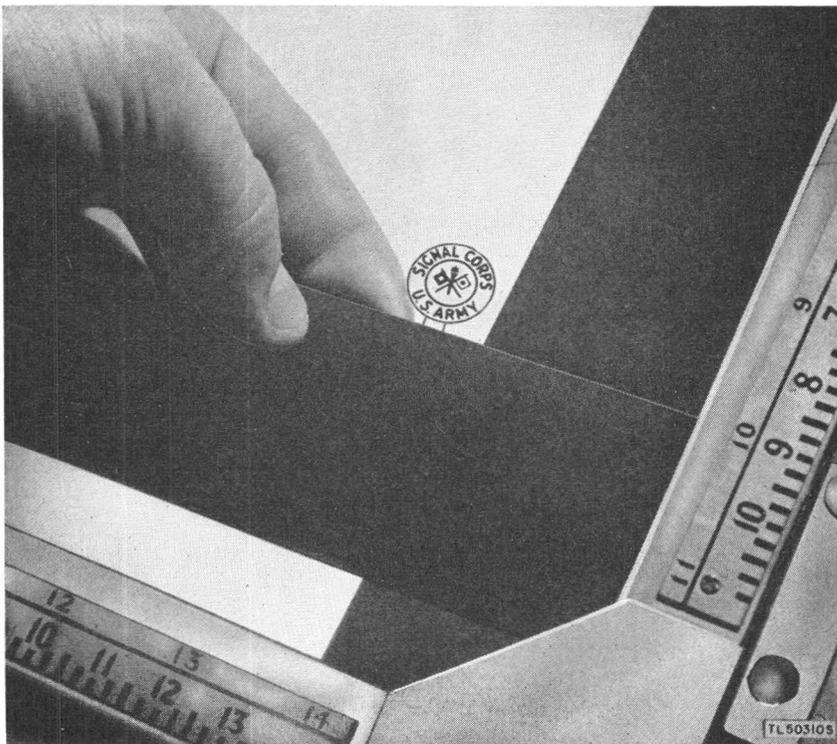


Figure 3. Signal Corps seal.

30. Captioning (par. 5)

Captions will be made for each negative and for each print. Captions for negatives will be placed on the negative jacket or preserver; captions for prints will be pasted or typed on the back of each print. Only captions for 35-mm roll negatives will be filed separately. (See par. 31e.) Examples of caption texts follow:

Correct	Incorrect
<p>Instruction in firing Browning Machine Gun, Caliber 50, HB.</p> <p>Ground Instructor S/Sgt. Fred A. Hurdman is showing Pvt. Emmett R. Duffy proper method of firing gun on a stationary target, while T/5 Francis J. Derrick loads the gun. These men, all from Syracuse, N. Y., are in Co. C. 801 Tank Destroyer Bn., and the instruction took place on maneuvers in Texas.</p>	<p>Soldiers firing machine guns on maneuvers in Texas.</p> <p>Instruction in firing gun on a stationary target.</p>
<p>31 Jan 44</p> <p>Machinery damaged in transit by carelessness in handling at the Section F-7 Warehouse, Supply Division of the Atlanta Ordnance Motor Depot, Atlanta, Ga.</p>	<p>Picture of damaged packages at the Candler Warehouse, Atlanta, Ga.</p>
<p>20 Sep 43</p> <p>1st Lt. Martin L. Cadin of Charlotte, N. C., is shown questioning Pfc. John L. Lascaris of Monroe, La., during a motor vehicle inspection of the 15th Signal Co., at Camp Edison, N. J. Lt. Cadin was finalist in the Mecklenberg County Golf Tournament in 1942.</p>	<p>20 Sep 44</p> <p>Lt. M. L. Cadin inspecting trucks at Camp Edison, N. J.</p>
<p>22 Sep 43</p> <p>Sgt. Thomas J. Kelly and Cpl. Christopher C. Carr, both of Fayetteville, N. Y., are shown preparing a panel display for air-ground communication at an advance landing field, somewhere in Italy.</p>	<p>22 Sep 44</p> <p>Panel communication demonstrated by two GI's somewhere in Italy.</p>

a. A typewritten caption with negative number and date must be attached to the back of each print. (See fig. 4.)

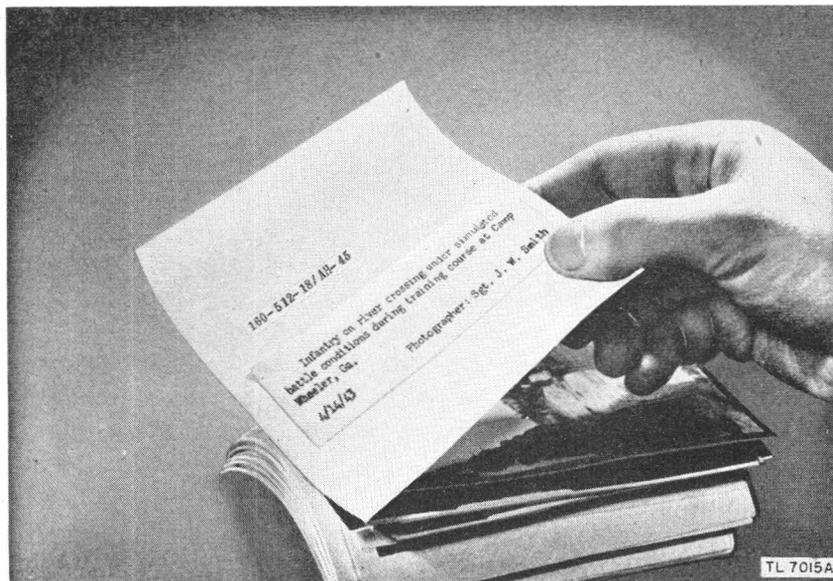


Figure 4. Typewritten caption and negative number placed on back of every picture.

b. All photographs released for publicity purposes by the Public Relations Officer must be numbered. They must also bear the following notice:

“No objection to reproducing or publishing this picture provided credit line “Photo by U. S. Army Signal Corps” appears on the photograph or page, except that permission must be obtained from the War Department if it is desired for use in commercial advertising.”

c. Some photographic laboratories stamp the following on the back of each print: *Do not publish without authorization from the Public Relations Office.* The Public Relations Officer must then stamp his approval on the back of each print that clears his office.

SECTION VII

FILING NEGATIVES AND PRINTS

31. Filing Negatives and Prints

A filing system will be adopted for photographs required at the installation for reference. A negative or a print should be available for quick reference as long as it has any reference value. Normally, reference value ceases when a photograph becomes obsolete or has been superseded.

a. Negatives will be filed in numerical order, preferably in an all-metal filing cabinet. When original negatives (basic photographs) are requested by the Chief Signal Officer (Army Pictorial Service) through army headquarters, they may be replaced in the files with a duplicate negative (sec. IX). Duplicate negatives in all cases will be clearly marked as such.

b. In an effort to conserve photographic paper, keep the filing of photographic prints to a minimum. Prints will be filed only for subjects frequently referred to. The photographic officer in charge will indicate which negatives, if any, will have a corresponding print filed with them.

c. A caption file, arranged in card or book form and divided into at least the following classifications, should be kept on each series of negatives:

- (1) Public Relations.
- (2) Portraits and Identification.
- (3) All other. This classification may be further broken down into Legal, Technical, Copies, etc.

d. A negative register book (fig. 5) with sections corresponding to the caption file should be kept. The book should contain the following information: job numbers in numerical sequence, job dates, work order numbers, subjects, photographers, and distribution information for prints and negatives, if pertinent. The following is suggested as the most efficient filing system:

(1) File negatives numerically with captions typed or pasted on negative preserver.

(2) File caption cards alphabetically by subject and/or personnel and include the negative number. Figure 1 illustrates a correctly executed caption card.

e. Because of the nature and size of 35-mm rolls, treat containers, filing and captions separately from cut film.

(1) Store 35-mm rolls in the special containers in which they are originally packaged.

(2) File 35-mm rolls in separate cabinets. A card bearing the

negative number of the roll will be filed numerically in the negative file (*a* above) ; this card will be cross-indexed to the 35-mm roll file. When applicable, one 4- by 5-inch captioned enlargement of each frame selected for reference will be filed with the card (*b* above).

(3) A complete set of captions of frames selected for reference will be filed separately and cross-indexed with the corresponding 35-mm roll.

32. Suspense Book

a. A work order suspense form, similar to the negative register form (fig. 5), may be used for the jobs on hand. A suspense form lists work order number, photographer, job number, subject, date assigned, and completion date for each job.

b. This suspense form may be filled out in pencil and should be filed in the front of a loose-leaf binder containing a supply of blank work order forms. As much data as possible should be entered at the time the work order is released to the photographer. Suspense forms should be destroyed when they show that all jobs have been completed.

SECTION VIII

WORK ORDERS AND PRODUCTION REPORTS

33. Procurement of Forms

Work order forms (WD AGO Form 11-18) and other WD AGO forms will not be reproduced locally. They may be obtained by requisitioning the local Adjutant General's depot.

34. Preparation of Work Orders

WD AGO Form 11-161 (Still Picture Requisition and Work Order) will be used to requisition still picture work from photographic laboratories. Such work may include reprints from negatives in file, copies of photographs, development of negatives exposed for official purposes, or requests for photographs requiring the assignment of one or more photographers to perform certain photographic coverage.

a. The first part of the work order will normally be filled out and certified by the requesting individual or agency. All spaces above the line FOR USE OF INSTALLATION PHOTOGRAPHIC LABORATORY ONLY will be filled in as completely as possible in accordance with the instructions printed on the back of the form.

b. The part of the work order below the line FOR USE OF INSTALLATION PHOTOGRAPHIC LABORATORY ONLY serves the following main functions:

(1) Authorizes the work order to be processed. There are three main types of authorization: routine, special, and those involving policy. (See par. 24g.)

(2) Identifies the work order with a number and type.

(3) Identifies the priority of the order.

(4) Indicates routing schedule and records completion of each step.

(5) When applicable, may be used for assigning photographers to perform required photography in connection with the work order.

(6) Records necessary information to trace shipment of finished material if necessary.

(7) Records information required by WD AGO Form 11-18, Reports Control Symbol SIG 17. This section contains sufficient space to record, if required for local supply control, symbols to indicate if paper use was *contact* or *enlarging* type, if color transparencies or prints were made, number of flash bulbs used, etc.

various classifications appearing on WD AGO Form 11-18, Reports Control Symbol SIG 17, is required from each class I and II photographic laboratory. The report will be filled out in accordance with the instructions printed on the back of the form.

b. Photographic laboratories located at class I installations and those at class II installations where the photographic laboratory is operated by the army commander will forward a copy of the completed report to the army headquarters. This form must reach the army headquarters on or before the fifth working day of January, April, July, and October and must show totals only for the preceding quarter. Photographic laboratories at class II installations where the laboratory is operated by the Army Ground Forces (Boards, etc.) may include production figures in the totals submitted to the army headquarters by the post laboratory at the installation, if a post laboratory exists.

c. The army headquarters will consolidate the reports received, listing each laboratory under the heading *Installation* on the form, and will enter the production totals under the appropriate headings. This consolidated report must be received in duplicate by the Office of the Chief Signal Officer (Army Pictorial Service), Washington 25, D. C., on or before the fifteenth day of January, April, July, and October.

d. Photographic laboratories at class II installations where the laboratory is operated by the technical service will forward the form through the chief of service having jurisdiction to the Office of the Chief Signal Officer (Army Pictorial Service) on or before the fifth working day of January, April, July, and October showing totals for the preceding quarter. It is required that two copies of these reports be received by the Office of the Chief Signal Officer (Army Pictorial Service).

e. The number of copies of the form to be forwarded to the Officer of the Chief Signal Officer is in accordance with current needs of the Chief Signal Officer. These quantities may be changed at the direction of the Chief Signal Officer.

f. A change of status of a laboratory or the deactivation of the installation at which it was located will be noted on a line of the army's consolidated report opposite the name of the laboratory thus affected. Where such a change or deactivation occurs at a class II installation, the change should be noted on the report form submitted through command channels to the Chief Signal Officer. An example of a change of status follows: laboratory changed from post, camp, or station under command of armies to research laboratory under command of Chief Technical Service.

SECTION IX

DISPOSITION OF PHOTOGRAPHIC FILES

36. Segregation by Installation Photographic Laboratories

a. **NEGATIVES.** The laboratory will screen all incoming negatives as soon as they are received and developed (par. 26) and will identify them as either record material or non-record material (par. 5).

b. **RECORD MATERIAL.** Requests will be made to the Signal Officer of the headquarters of the appropriate army for instruction for prompt and continuous transfer of record material. The procedures of (1) through (5) below will be followed.

(1) One captioned contact print or 4- by 5-inch enlargement (single weight, glossy, printed without margins to show clearly the negative markings) will be forwarded to the army signal officer.

(2) The army signal officer will screen prints received from the various installation photographic laboratories, with due consideration of material already received, to segregate them into record and non-record categories. The army signal officer should not accept record material unless it has been properly prepared. This includes using the negative numbering system described in section VI, with the addition of one of the block numbers assigned the installation laboratory for record material.

(3) After rescreening, the army signal officer will forward the prints to the Chief Signal Officer, attention: Army Pictorial Service, Washington 25, D. C.

(4) The Chief Signal Officer (Army Pictorial Service) will rescreen the prints forwarded as record material to determine their final disposition. If custody is accepted, the basic photograph (par. 5) of the selected print will be requested from the army signal officer, who will forward all basic photographs requested to the Chief Signal Officer, attention: Army Pictorial Service, Washington 25, D. C.

(5) Basic photographs (normally original negatives) may be replaced in the installation photographic files by a duplicate negative or by a print which can be duplicated. Duplicate negatives in all cases will be clearly marked as such.

c. **NON-RECORD MATERIAL.** When no longer required for reference, non-record material will be eliminated from reference files, and disposition will be accomplished as described in paragraph 37. Non-record material will be rescreened under the following

circumstances to ascertain that no *basic photographs* of *record* categories are included and to eliminate from the reference file all *non-record* material no longer required for reference—

- (1) Upon disbandment or deactivation of the laboratory.
- (2) Upon permanent change of station.
- (3) At least once each year.

37. Disposition of Non-Record Material (Still Picture)

a. CLASSIFIED MATERIAL. Material with a security classification of Restricted or higher will be treated under the provisions of AR 380-5. When destroying Restricted material, save as much of the basic materials as practicable and economically feasible.

b. UNCLASSIFIED MATERIAL. Unclassified material which is un-serviceable because of its physical condition or which has served the purpose for which it was taken will be turned over to the appropriate Redistribution and Salvage Office for disposition.

SECTION X

IDENTIFICATION PICTURES

38. Use of Identification Pictures

a. Various types of official identification pictures of officers, warrant officers, enlisted men, civilian employees, and prisoners are made by the photographic laboratories. Identification pictures are used on official passes, officers' AGO identification cards, warrant officer applications, officer candidate school applications, applications for appointment in AUS, and G-2 investigations.

b. When an officer is promoted, it is not necessary to provide a new identification card, except upon assignment to overseas duty or upon promotion overseas. When a change in status occurs which results in a new serial number being assigned, however, a new card will be issued.

39. Identification Photographs for WD AGO Forms

Before being photographed for an official identification card, each person should be requested to fill out WD AGO Form 11-21 (Identification Card Information). When the photograph is processed, this form may be attached and forwarded to post headquarters for the issuance of the proper WD AGO form.

40. Size of Identification Pictures

a. Because of the small sized picture required for the various identification cards, care must be taken to keep the image size on the negative of such dimensions that the largest practicable print or transparency may be produced. Trial shots should be made to determine the correct image size with the equipment available. Finished photographs should have the Signal Corps seal in the lower left corner. (See par. 43.)

b. Identification pictures for enlisted men and civilians are usually made to fill an entire 35-mm frame in order to make contact prints.

c. Identification pictures for warrant officer applications, officer candidate applications, and applications for appointment in AUS should be taken with the subject facing the camera. Flat or three-quarter lighting may be used and the pictures are 4- by 5-inch prints.

41. Use and Preparation of Title Board Set PH-273 (figs. 6, 7, and 8)

a. Title Board Set PH-273 is used in identification photographs

to indicate the person's name and other pertinent data. The title board is prepared with the last name on the top line, first name and middle initial on the second line, and other data on the succeeding lines. (For further information see AR 345-1.)

b. Lettering on the board starts on the first space from the top. Two spaces are skipped between each line and a margin of approximately 2 inches should be left on each side of the board. The

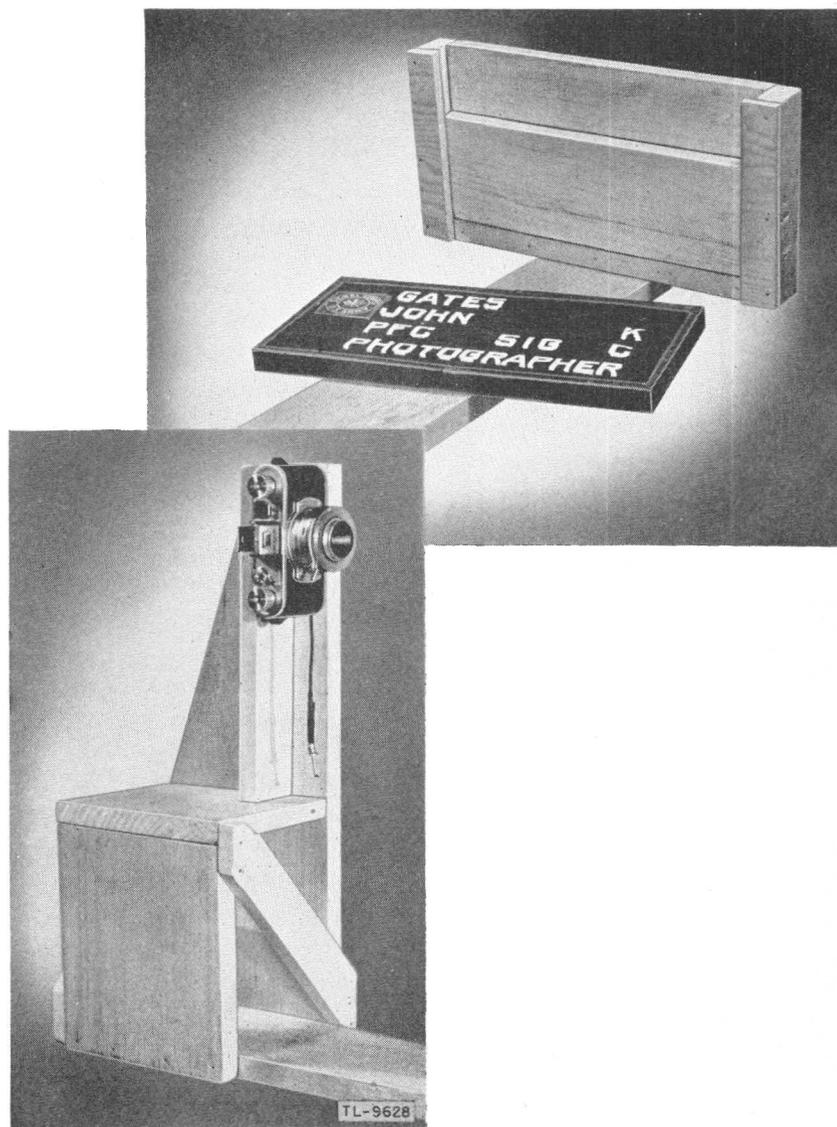


Figure 6. Details of rack construction.

letters are $\frac{3}{4}$ inch high and certain small letters are furnished for abbreviations such as Mc, etc.

c. Extreme care must be taken to prepare the title board correctly. The subject must be requested to inspect the board before the picture is taken.

d. Identification pictures are taken with the title board centered directly against the person being photographed and in line with the collar tips. (See figs. 7 and 8.)

42. Identification Equipment

Under certain circumstances, a photographic laboratory may be required to improvise a suitable device for taking identification photographs. Figure 6 shows the details for the construction of a rack to hold Camera PH-324 and Title Board Set PH-273. It is recommended that the distance between the camera lens and the title board be at least 48 inches. This distance, however, will depend on the focal length of the camera lens.



Figure 7. Adjusting identification camera to bring Title Board Set PH-273 in line with collar tips.

43. Signal Corps Seal on Identification Photographs

The photographic laboratory may place a replica of the Signal Corps seal on Title Board Set PH-273 to save time and effort in the production of identification photographs. (See fig. 8.) This replica should be made of such size to replace the required 1/4-inch seal on the finished photograph.

44. Insignia and Writing Signature

No identifying insignia, such as regimental or squadron insignia, may be shown in the finished picture. This applies also to shoulder patches and regimental numerals on collar insignia. For regulations concerning signatures to be used, refer to AR 340-15 and AR 340-20.



Figure 8. Title Board Set PH-273 used in identification photographs.

SECTION XI

LABORATORY LAYOUT

45. Suggested Layout

A suggested layout for a laboratory is shown in figure 9. This layout is planned on the production-line system and includes a printing room, negative room, film-loading room, chemical room, studio, supply room, office, latrines, and the film-drying cabinet. Figures 10 and 11 show certain features of this layout in more detail.

46. Ventilation

Workrooms must have adequate ventilation. Control of temperature and humidity is most important for the successful operation of a photographic laboratory. Extreme high or low temperatures and humidity may cause deterioration of films, chemicals, and sensitized paper. Unsatisfactory results may be obtained when photographic processing is carried on under extreme conditions of temperature and humidity unless instructions furnished by the manufacturers of film, paper, and chemicals are observed. Although a suitable ventilation system must be provided, no ventilation system is indicated in the suggested layout shown in figure 9.

a. Installation of air conditioning, evaporative cooling, and mechanical ventilation will be confined to absolutely essential needs. No installation will be made unless, without such installation, sustained climatic conditions at the specific location definitely restrict full and continuous use of the space for its designed purpose. Where an allowable installation is made, the system selected will be the simplest that will provide the required service. Evaporative cooling or mechanical ventilation will be used in lieu of air conditioning equipment if operable conditions can be obtained.

b. A small light-trapped darkroom ventilator, Ventilator PH-255-(), is available from Signal Corps supply and may be obtained as indicated in paragraph 17.

c. Arrangements for a ventilation system may be made locally with the post engineer officer.

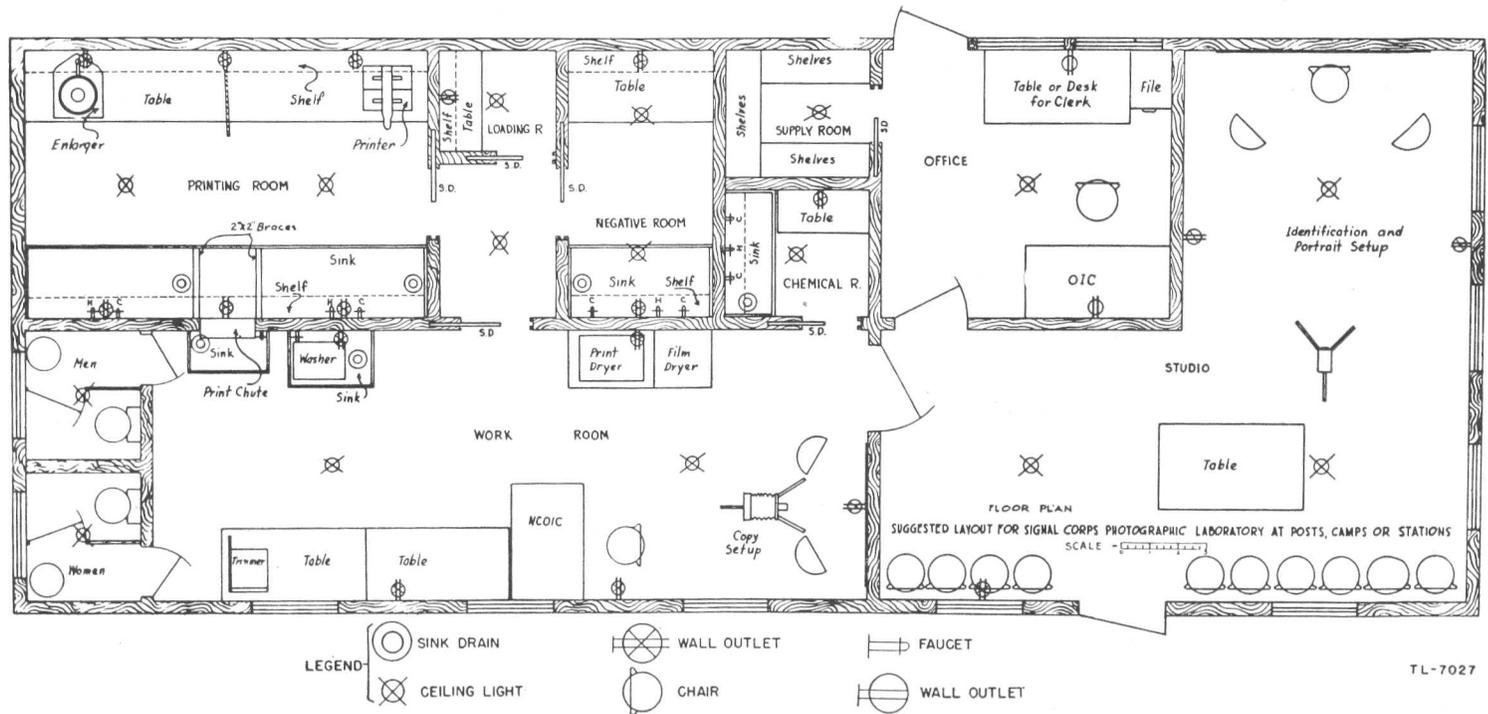
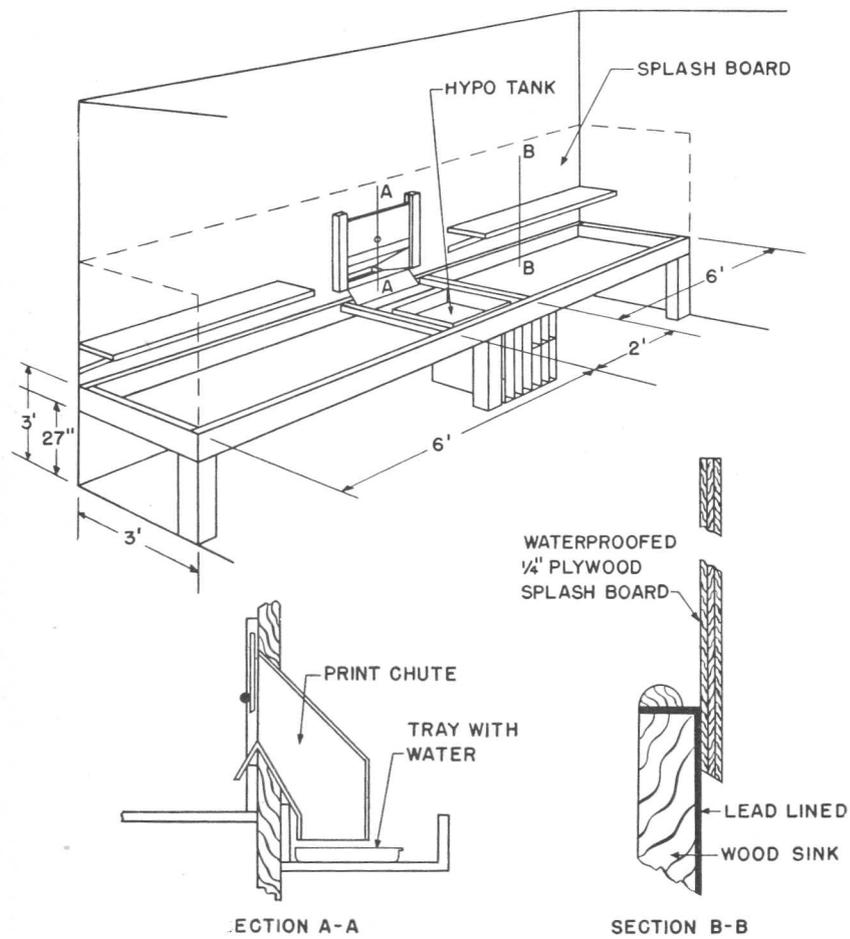


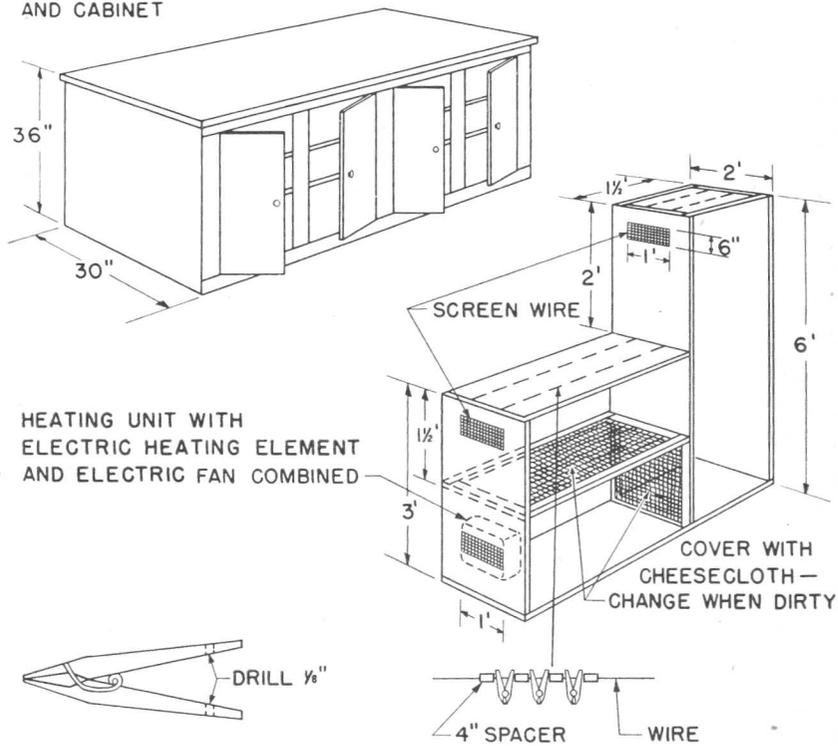
Figure 9. Suggested layout for post photographic laboratory.



TL-7028-1

Figure 10. Suggested plans for a sink.

TYPICAL COMBINATION TABLE
AND CABINET



TL-7028-2

Figure 11. Suggested plans for film dryer and combination cabinet.

SECTION XII

MISCELLANEOUS REGULATIONS

47. Cooperation in Photographing Naval Activities

Whenever naval pictures are made by Signal Corps photographers, whether by request of the Navy or any other authority, the undeveloped negatives must be transmitted to the Director, Office of Public Relations, Navy Department, Washington 25, D. C., for processing, review, and release. These films must be plainly marked *Undeveloped Films*. Complete information must accompany the films, including subjects, places, names, dates, and circumstances under which the pictures were taken.

48. Forwarding Unprocessed Film

a. Signal Corps official photographic units have full authority to photograph military activities for the War Department under the supervision of the post, camp, station, or field operating commander.

b. Photography of Confidential or Secret material will be done in the presence or by direction of a local intelligence officer, who will classify material as Restricted, Confidential, or Secret at the time the material is photographed.

c. Photographs which are developed locally will be submitted to the local intelligence officer for classification before transmission to Washington.

d. All photographic material, including still and motion pictures, which cannot be developed locally will be sent to the Signal Corps Photographic Laboratory, Army War College, Washington 25, D. C., for processing, review, final classification, and release by the Director, Army Pictorial Service.

49. Use of Cameras on Military Establishments

The following instructions will govern regarding the taking of photographs, making of sketches, or other representations of military subjects, and will apply as well to officers, enlisted men, and civilian personnel of the War Department. (See also section II, AR 380-10 and AR 380-5.)

a. No cameras or photographic equipment of any type will be permitted on any installation, post, camp, station, or military reservation without the express permission of the commanding officer of that installation, post, camp, station, or military reservation.

(1) Cameras and photographic equipment in possession of any unauthorized person entering a post will be surrendered until the bearer thereof leaves such post.

(2) Films, cameras, and equipment of persons violating or attempting to violate the statute or the regulations issued thereunder will be confiscated immediately and, together with the bearer thereof, turned over to the commanding officer.

b. Permission to take photographs of military subjects will continue in effect only for the period of time specified by the person granting such authority.

c. In each instance the person authorized to take specific, clearly defined photographs will be accompanied, while such photographs are being taken, by an officer or competent enlisted man or by plant protection personnel.

d. Examples of subjects of which photographs, drawings, sketches, and maps will not be permitted except when expressly authorized are—

(1) United States Army personnel and equipment engaged in maneuvers.

(2) Airplanes, munitions, trucks, tanks, etc., in transit from one post to another regardless of the mode whereby such material is transported.

(3) Wrecks of items of military equipment.

e. Officers charged with carrying out these instructions may request full cooperation of the local police and law-enforcement agencies in discovering and apprehending persons violating or attempting to violate the law or regulations.

f. Copies of the regulations and instructions will be posted on organization bulletin boards or in other prominent places.

g. Nothing herein is to be construed as limiting the photographic activities of an authorized signal photographic company or similar type unit.

50. Sale of Still and Motion Picture Material

War Department policy concerning dissemination of official still and motion picture material is given below:

a. RESPONSIBILITIES. The control of the distribution of official U. S. Army pictorial material to the public is a responsibility of the War Department Bureau of Public Relations regardless of whether or not the material is to be used by recognized public relations media or by individuals for commercial or private purposes.

b. STILL PICTURES. (1) Still pictures will be supplied without charge for—

(a) Official military requests for official purposes.

(b) Civilian claimants where the War Department Bureau of Public Relations certifies that the prints are to be furnished gratis because a War Department purpose will be served thereby.

(2) Still pictures of the following categories will be supplied on a charge basis which will be sufficient to secure appropriate reimbursement:

(a) Material to be used for commercial purposes.

(b) All requests for civilian sources not certified as being entitled to gratis service by the War Department Bureau of Public Relations.

(3) Color transparencies will not, under normal circumstances, be lent to private parties for reproduction. They will be lent for news purposes upon the orders of the War Department Bureau of Public Relations. In all cases where it is necessary to duplicate color transparencies, a charge will be made for this service.

(4) The above general service will be rendered to the extent of facilities available, which facilities will be utilized in the following order of priorities:

(a) Official War Department purposes including production for prints for public distribution by Bureau of Public Relations.

(b) Other Government agencies, Federal, State, municipal, or local.

(c) Educational institutions.

(d) Individual veterans and veterans' organizations.

(e) All others in the order of receipt.

(5) Although all requests for still pictures, except military requests for official purposes, will be channeled through the War Department Bureau of Public Relations, requests for aeronautical mapping and charting photographs will be handled directly by the Army Air Forces without reference to War Department Bureau of Public Relations.

c. MOTION PICTURES. (1) Motion picture footage will be furnished to civilian agencies or individuals upon authorization of the War Department Bureau of Public Relations. Charges for all such footage will be such as to secure appropriate reimbursement. No footage, however, will be supplied if any rights of property, licenses, or individual rights will be invaded by the utilization of such footage. Notwithstanding any of the foregoing provision, no edited footage will be made available to civilian individuals or agencies.

(2) The above general service will be rendered to the extent of facilities available, which facilities will be utilized in the following order of priorities:

(a) Official War Department purposes including the servicing of commercial agencies through Bureau of Public Relations authorization.

(b) Other Government agencies, Federal, State, municipal, or local.

(c) Educational institutions.

(d) Individual veterans and veterans' organizations.

(e) All others in the order of receipt.

(3) No access to the negatives of completed motion pictures will be granted on any civilian request.

51. Photographs of Graves and Funerals

Photographs of graves and funeral ceremonies may be furnished with letters of condolence, or at a later date if not available when such letters are written, if interment is made in a military cemetery established for the duration of the present war, or in established civilian cemetery, and if the theater or other commander responsible for the rendition of casualty reports determines that such photographs disclose no information which would compromise the security of operations. Photographs of temporary graves (battlefield burials) will not be released.