

Appendix A

Sample VI Appendix to Operation Order (Army)

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HEADQUARTERS, US EUROPEAN COMMAND
APO NEW YORK 09128
18 August 19XX

APPENDIX 12 TO ANNEX C TO USCINCEUR OPLAN 4999A808 () AUDIOVISUAL AND VISUAL INFORMATION DOCUMENTATION ()

() REFERENCE: List pertinent regulations, manuals, related plans, and other relevant documents or governing policies. Include appropriate Military Department visual information regulations.

1. () GENERAL. Include all information necessary to lead to a clear understanding of documentation requirements, support, and known limitations.

2. () MISSION. Clearly state the specific OPDOC and PA AV/VI objectives or purposes of visual information documentation in support of the basic plan. Include a statement such as “Normally, the initial AV/VI team will provide both COMDOC and PA support for operation.”

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3. () TASKED ORGANIZATION. Specify what AV/VI information forces are tasked to provide visual information documentation in support of the basic plan. Specify what organizations will provide support to visual information forces.

4. () SITUATION. Give detailed attention to this portion of the appendix. It is the primary means of determining optimum selection and deployment of visual information resources.

a. () Background. Include pertinent information that describes or relates the requirement for visual information documentation to the basic plan.

b. () Facts. Include the facts and specifics that are needed to spell out the who, what, when, where, why, and how of the situation. Give any facts that will enable visual information personnel to expect and ensure adequate coverage of events worthy of documentation. Detailed information concerning expected tactics is essential for correct equipment selection and positioning.

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c. () Policy. Specify the level of documentary effort required. Specific AV/VI support requirements for PA plans should be identified IAW procedures outlined in Annex F. Successful documentation depends on proximity to the action. Establish policy for maximum allowable access to areas and events of importance.

d. () End Products. Visual information documentation is used for operational briefings, reports, collateral intelligence support, historical records, and public affairs purposes.

If known, specify what end products are required. Release authority for internal and public use of materials will be in accordance with policy outlined in Annex F.

5. () ASSUMPTIONS. Provide detailed planning assumptions regardless of classification.

a. () AV/VI coverage is desired by the NCA.

b. () OSC agrees that AV/VI coverage can be supported.

c. () Initially, the AV/VI team should be capable of conducting operations in support of both COMDOC and PA AV/VI requirements.

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6. () RESPONSIBILITIES. Specify who is responsible for the implementation and support of each aspect of the projected documentation effort. If not previously covered in the basic plan, define the responsibilities of each major component, command, or agency concerned. In cases where Joint Staff visual information management skills are not available, the desirability of forming a staff should be evaluated and responsibility assigned.
7. () ADMINISTRATION. Provide specific reports, requirements, procedures, product distribution, disposition instructions, and interim administrative actions. For specific delivery instructions for PA material, see Annex F.
8. () CLASSIFIED INFORMATION. Visual information documentation is often classified, politically sensitive, or both. Tasked agencies must be aware of the need to protect documentation and prevent unauthorized public release. Every consideration should be given to the desirability of obtaining operational documentation. Political sensitivity should not be used as the sole reason to deny operational documentation. The control should be on the use or release of any product obtained. These provisions for control should be clearly stated in the policy portion of the plan.
9. () COMMAND, CONTROL, AND COMMUNICATIONS. Summarize command, operational control, communications, and related matters.

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