*Template last updated on 5 February 2021*

**How to Use this Template**

Fill in the brackets with the appropriate information. Instructions and tips are provided in gray boxes to help guide you. Be sure to remove any bracket symbols and gray boxes when finished.

*For each line, replace the U//FOUO within the parentheses with the appropriate clearance:*

* *U – Unclassified*
* *FOUO – For Official Use Only*
* *S – Secret*
* *TS – Top Secret*
* *C – Confidential*

*Make sure all text within the document is formatted to be in all uppercase letters. Then, for each line, replace the bracketed text with italicized uppercase text similar to the format of the example content.*

**4.B. (U//FOUO) UNIT CAPABILITY REQUESTED:** [ Specify what COMCAM team capabilities are required, such as weapon and equipment knowledge/experience, ratio of female and male service members, clearance level, training, transmission support/requirements, country clearance requirements, any other requirements (ability to ruck, special skills, etc.). Consult with a COMCAM representative to gauge actual requirement.

e.g., *ONE (1) COMBAT CAMERA TEAM. FIVE PAX TEAM CONSISTING OF ONE NONCOMMISSIONED OFFICER IN CHARGE (NCOIC – E-6 to E-8), TWO VIDEOGRAPHERS (ONE AERIAL QUALIFIED), AND TWO PHOTOGRAPHERS (ONE AERIAL QUALIFIED) WITH A RAPID INDEPENDENT TRANSMISSION MEANS FOR VISUAL INFORMATION (BGAN AND FFT), AS REQUIRED.* ]

**4.B.1. (U//FOUO) DESTINATION:** [ Include location and variations authorized.

e.g., *TBD, DCO LOCATION, VARIATIONS AUTHORIZED.* ]

**4.B.2. (U//FOUO) DEPLOYMENT DATES:** [ Provide deployment dates and number of hours.

e.g., *REQUEST XX HOUR PTDO.* ]

**4.B.3. (U//FOUO) DEPLOYMENT DURATION:** [ Provide deployment duration.

e.g., *UNTIL RELIEVED BY CDR (COCOM). NOT EXPECTED TO EXCEED 90 DAYS.* ]

**4.B.4. (U//FOUO) MISSION JUSTIFICATION:** [ Include a brief description of the mission justification.

e.g., *SUPPORT AREA ASSESSMENT AND OPERATIONAL DOCUMENTATION OF DOD EFFORTS IN SUPPORT OF CIVIL AUTHORITIES*. ]

**4.B.4.A. (U//FOUO) TASK:** [ Provide concise summary of task(s).

e.g., *CONDUCT VISUAL DOCUMENTATION (VIDOC) OPERATIONS IN SUPPORT OF DOD (TITLE 10 FORCES) SUPPORT TO CIVIL AUTHORITIES*. ]

**4.B.4.B. (U//FOUO) PURPOSE:** [ Provide purpose of the mission.

e.g., *TO SUPPORT AREA ASSESSMENT, OPERATIONAL DOCUMENTATION, DOCUMENT DOD INTERACTION WITH LOCAL, STATE, AND FEDERAL OFFICIALS, AND ANY NECESSARY PUBLIC INFORMATION NEEDS.* ]

**4.B.4.C. (U//FOUO) COMMAND AND CONTROL:** [ Provide the details of the delegation of control.

e.g., *COMCAM OFFICER WILL BE OPCON TO COCOM.* ]

**4.B.4.D. (U//FOUO) REPORTING INSTRUCTIONS:** [ Articulate the communication requirement for COMCAM in the initial flow of forces. Insert COMMS paragraph in OPORD or EXORD.

e.g., *REPORT TO J39.* ]

**4.B.4.E (U//FOUO) COORDINATING INSTRUCTIONS:** [ Provide clear coordinating instructions. List first organization coordination with and any additional organizations.

e*.g., SUPPORTED UNIT WILL PROVIDE ALL CLASS I AND V SUPPLY, BILLETING, OFFICE SPACE, STORAGE SPACE, IMAGERY TRANSMISSION CAPABILITY, ACCESS TO NIPR, SIPR, CENTRIX, AND VOIP, TRANSPORTATION, ARRANGEMENT OF ATO’S FOR AERIAL MISSIONS, ADMIN SUPPORT.* ]

**4.B.5 (U//FOUO) MISSION POC:** [ Provide mission POC contact information. ]