DEPARTMENT OF THE ARMY POHR 415-1-1
Honolulu Engineer District, Corps of Engineers
CEPOH-EC-C Fort Shafter, Hawaii 96858-5440

Regulation 18 March 2003
No. 415-1-1

Construction
CONSTRUCTION PHOTOGRAPHS

1. PURPOSE. To establish procedures to capture periodic digital images of construction progress. The District has a need for a central collection of high quality images for use in preparing briefings, testimonies, publications, news releases, exhibits and other command and public information presentations. The scope of this regulation is limited to the construction activity occurring at contract award and upon physical completion.

2. APPLICABILITY. This regulation applies to all resident offices throughout the Honolulu Engineer District (POH).

3. REFERENCES.

a. EP 415-1-260, Resident Engineer Management Guide, 6 December 1990

b. ER 25-1-91, USACE Digital Visual Library, 1 May 1998

c. POH Supplement to ER 25-1-91, Digital Visual Library, 22 December 1998

4. GENERAL.

a. Reference 3a, Section 7 - Contract Administration, paragraph 7-7e. "Photographs" provides general criteria for the type of images to be taken during construction. The term "image" in this regulation refers to visual products such as digitized images from a digital camera.

b. This regulation establishes specific requirements for the images to establish a digital visual library for the Honolulu Engineer District.

5. PHOTOGRAPH CRITERIA.

a. Photographs shall be taken for all construction projects (delivery orders, JOC, IDIQ, OMA, MILCON, NAF, etc.) by digital camera. At minimum, photographs shall be taken at the pre-construction and post-construction stages. Intermediate photographs shall be taken at least monthly or at various stages of completion, claim situations, detail views of work in place for which removal has been ordered, construction where unusual difficulties have been overcome, new methods of construction, damages, or accident evidence as recommended in reference 3a.

b. Digital camera quality. References 3b and 3c identify the required quality of photographs forwarded to the USACE Digital Visual Library for applicable projects (over $5 million) at the printable digital images quality of 1280 x 1024 dpi minimum. For POH digital visual library, the quality of photographs shall be as identified in paragraph 6 below.

6. DIGITAL FILING REQUIREMENT.

a. Digital camera image quality must be 640 x 480 ppi (pixels per inch) minimum for full screen viewing purposes. If possible, 1280 x1024 ppi or higher is preferred to satisfy requirements from reference 3b.

b. File Type extensions must be one of the following: JPG (Joint Photographic Experts Group-minimum compression), TIF (tagged-image file), or BMP (bitmapped). JPG is the preferred file type (1/10 - 1/30 size of TIF or BMP) and can be chosen by the picture transfer software so no conversion is necessary. If unable to save/convert photos to one of the previously mentioned file types, contact IM's Visual Information (VI) POC.

c. Image files must be stored with the following file naming convention. The file names shall consist of the date photo taken, unique/descriptive name of the project, photographer's initials, and unique photo number.

Example: 990315DINFACRS3.JPG.

This naming convention will keep the project photos grouped by date and project. If others using the photos later require more information, the photographer's initials will identify who can be contacted for additional information. If the photographer was a contractor, the office handling the project (in the photos) will be responsible for the after-action photo information to the image database. Contact IM's VI POC for instruction on inputting photo data into the image database.

d. For non-Digital Visual Library (DVL) images, users may save a collection of photos in a PowerPoint file. The PowerPoint file may be used as a standby presentation or a chronicled account of the project. Each photo in the PowerPoint file must identify the date, description and photographs.

e. Images will be stored in \\Pohgraph\Graphics\POH Project Photos. Subdirectories by location and project shall be established to facilitate filing and storage. Field Offices will be responsible to create project folders within their Office Symbol folders.

f. Evaluation/Selection of Images. Ideal images shall depict the subject in a manner that does not disparage the project, event, or personnel.

7. DISPOSITION. The digital images furnished to IM will be kept for reference purposes only and archived in accordance with the AR 25-400-2, Modern Army Recordkeeping System (MARKS). The original digital image shall be printed and filed in the office of record project file. Images placed on the graphics server will be accessible to all personnel for District's presentations, briefings, testimonies, news releases and exhibits. IM will also submit digital photos (as required) for inclusion to the HQUSACE Digital Visual Library, in accordance with reference 3c.

FOR THE COMMANDER:

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