DEPARTMENT OF THE ARMY
Honolulu Engineer District, Corps of Engineers
Fort Shafter, Hawaii 96858-5440

POH Suppl
to ER 25-1-91

CEPOH-IM/PA

POH Supplement 1
to ER 25-1-91

19 March 2003

Information Management/Public Affairs Office
Digital Visual Library

POH Supplement 1 to ER 25-1-91, 1 May 1998, as follows:

Page 4. Paragraph 7. Add new "Responsibilities"

f. Engineering and Construction Division and Emergency Management (EM) Division.

(1) For military construction, civil works and environmental projects that exceed $5,000,000.00, E & C Division shall submit images of major events and activities (dedications, groundbreaking ceremonies, completed new construction, etc.) within 30 days after the event. Images may also be submitted for historical preservation in areas of emergency and regulatory operations.

(2) The specifications of the image source must meet the digital visual library image standards specified in Appendix A of ER-25-1-91. Photos of ongoing construction projects will be updated quarterly, on or about the following dates of each year.

(a) January 1
(b) April 1
(c) July 1
(d) October 1

(3) Each photo must be accompanied by a completed ENG FORM 5067-R (Digital Visual Library Image Information). Information required include project name, category/mission area, photographer, date of photograph and caption.

(4) The images and forms must be submitted to the Information Management Office (CEPOH-IM) for consolidation by the following dates in each year.

(a) January 15
(b) April 15
(c) July 15
(d) October 15

g. Information Management

(1) Collect images from staff sources.

(2) Ensure a completed ENG FORM 5067-R form accompanies each image.

(3) Provide Public Affairs images for recommendation of images to be forwarded.

(4) Submit images and identifying information to the USACE Digital Visual Library.

(5) Maintain a record of all images submitted to the USACE Digital Visual Library.

(6) Maintain the original image when the USACE Digital Visual Library returns it. Images may be submitted to the National Archives for permanent records.

(7) Monitor programs and report any problems or errors to the Digital Visual Library Manager. Provide feedback to Commander.

h. Public Affairs Office.

(1) Review images for submission to the USACE Digital Visual Library.

(2) Flag images with special historical significance.

(2) Forward recommendations to the Information Management Office for submittal to USACE.

FOR THE COMMANDER:

Lori A. Sorayama-Chang
LORI A. SORAYAMA-CHANG
Chief, Information Management Office

POH DISTRIBUTION LIST (03-1):
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