

CEIM-I/ CEPA  Engineer Regulation 25-1-91	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 25-1-91  1 May 1998
	Information Management  USACE DIGITAL VISUAL LIBRARY	
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CEIM-I  
CEPA

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
Washington, DC 20314-1000

ER-25-1-91

Regulation  
No. 25-1-91

1 May 1998

Information Management  
USACE DIGITAL VISUAL LIBRARY

1. Purpose. This regulation establishes the policy to develop and maintain a Corps-wide digital visual (photography, video, multi-media, graphic arts, print media and other visual images) library. The library will be available for use by the Corps, other DoD and Federal agencies, the news media and general public through the Internet. It establishes policies, procedures and responsibilities for the Headquarters and subordinate commands to select and submit visual images for inclusion in the library and prescribes the minimum required participation.
2. Applicability. This policy applies to all Headquarters, U.S. Army Corps of Engineers (HQUSACE) elements and all USACE commands.
3. References.
  - a. 36 CFR 1232, Audiovisual Records Management.
  - b. AR 25-1, The Army Information Management Resources Management Program.
  - c. AR 25-400-2, The Modern Army Recordkeeping System (MARKS).
  - d. AR 360-5, Army Public Affairs, Public Information.
  - e. AR 360-81, Command Information Program.
  - f. DA Pamphlet 25-91, Visual Information Procedures.
  - g. EP 25-1-97, Internet Implementing Procedures.
4. Distribution. Approved for public release, distribution is unlimited.
5. Background.
  - a. High quality photographic, video, multi-media and other graphical images and products are an essential element in communicating the USACE story to other Army, DoD, Federal government and public audiences. The Office of Public Affairs and the Directorate of Information Management at Headquarters and USACE commands have long recognized the 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 products.

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b. Technological improvements in digital photographic equipment, digital scanners and other automation hardware and software systems are fostering increased demand for, and use of, electronic images. Technology provides for an infinite number of high quality reproductions of an image without the cost of physical reproduction. Availability of high quality images accessible through the Internet and other electronic avenues eliminates the cost and delay of delivery by mail. Digital images eliminate the need for physical storage areas, as required for prints, slides, graphic art and other visual information products.

6. Policy.

a. U.S. Army Engineer District, Portland, Information Management Office, Visual Information Branch (CENWP-IM-VI), is assigned responsibility for the USACE Digital Visual Library (DVL). CENWP-IM-VI will develop and maintain the official USACE Digital Visual Library web site. The site will be available through the Internet to display and share high quality visual images from around the Corps.

b. The DVL will consist of photographs, video, multi-media, graphic arts and other visual images of a majority of the Corps Military, Civil Works and environmental projects around the world, as well as other subjects such as historical events, emergency and regulatory operations. NOTE: This policy does not apply to computer aided design drawings and files.

c. All visual image products and digital files used by CENWP-IM-VI for originating the digital file image will be returned by the library to the organization that submitted them. The Library will provide a CD-ROM or other alternative image storage and/or transmission media of the digitized images to the submitting organization as agreed upon.

d. The USACE Digital Visual Library will submit selected "Record" images to Department of the Army and Department of Defense as part of the official visual record, in accordance with AR 25-1, Chapter 7 and DA Pamphlet 25-91, Chapter 9.

e. All USACE Commands will submit high quality original or first generation reproduction color slides, negatives, video tape, original art and print media products to the USACE Digital Visual Library for digitization and inclusion in the library. In the case of historic photos, the best available reproduction will be submitted. Digital imagery output from digital still and video cameras and graphic software will be accepted based on quality and file formats.

(1) All images will be digitized by or under the guidance of the library.

(2) Digital image files originating from digital still and video cameras and graphic software applications must be in accordance with file format standards in Appendix A.

(3) All images submitted will be “public domain”- no copyrighted or classified images will be submitted.

(4) No altered photos will be submitted.

(5) All images, except for certain historical photos, will reflect adherence to USACE policy (i.e., life jackets worn in boats, military in correct attire, safety equipment and procedures ).

f. All requests from other agencies or the public for physical reproductions of the digitized images will be referred to the division, district, laboratory, FOA or center of submission.

g. Implementing Guidance.

(1) Implementation of the Digital Visual Library will be accomplished in three phases as resources permit.

(a) Phase I - Photography - Within 60 days of the implementation of this policy, USACE Commands will submit at least four (4) images for each major project as well as a selection of general slides covering Corps mission areas.

(b) Phase II - Graphic Arts, Print Media Products, Computer Graphics and Presentations - During 1st QTR of FY99, major subordinate commands, districts, labs and FOAs may begin submitting graphic arts, print media products, computer graphics and presentations for inclusion in the DVL. Implementation is dependent upon availability of resources to support the processing of products and distribution of the digital files. Notification of the implementation of Phase II will be posted on the Digital Visual Library Web Site at: **<http://images.usace.army.mil>**.

(c) Phase III - Video and Multi-Media - Submission of video and multi-media products will be implemented as resources are made available to support the processing of products and distribution of the digital files. Notification of the implementation of Phase III will be posted on the Digital Visual Library Web Site at: **<http://images.usace.army.mil>**.

(2) USACE Commands will regularly monitor their images in the digital library and submit updated photos or information corrections as needed.

(3) Images of major events and activities (dedications, ground breaking ceremonies, new construction, etc.) will be submitted within 30 days after the event. Photos of ongoing construction of major projects will be updated quarterly.

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(4) The submitting organization, USACE Digital Visual Library, CEPA/CEHO/CEIM have the authority to remove images from the library that do not meet USACE policy or are found unsuitable. The office requesting the removal will provide an explanation for the action.

(5) USACE Commands will provide the following information on ENG Form 5067-R, Visual Library Image Information (found in Appendix B and available in electronic format) for each image submitted:

- (a) Subject Title, Event or Project Name
- (b) Photo, Video or Graphic Caption or General Information (to explain image)
- (c) Location Where Photo, Video Taken or Graphics Created (include state/territory/country)
- (d) Original Photo, Video or Graphic Storage Location (Div./Dist./Lab./Ctr./FOA Name)
- (e) Major Category or Mission Area(s) (flood control, hydropower, navigation, etc...)
- (f) Subject or Keyword (i.e., boat, camping, channel, dam...)
- (g) Photographer or Graphic Designer (name)
- (h) Last four numbers of photographer's Social Security number (required for submission of "Record Photography" to Army)
- (i) Date of Photograph, Video or Graphic (minimum of year taken or created)
- (j) Local Photo, Video or Graphic File Reference or Identification Number
- (k) Contact Name (person completing form)
- (l) Office Symbol (Division/District/Laboratory/Center/FOA)
- (m) Phone Number

(6) All USACE Commands may maintain local digital image libraries, but the USACE Digital Visual Library maintained by Portland District (CENWP-IM-V) will be the official Corps image library. Local image libraries should provide a link to the Corps-wide site.

## 7. Responsibilities.

- a. Development of the USACE Digital Visual Library is a shared responsibility among Public

Affairs, Office of History and Information Management at all levels of the Corps. HQUSACE Public Affairs, Office of History, and Information Management will work directly with the USACE Digital Visual Library at Portland District (CENWP-IM-V) to establish the image library and address policy concerns as they arise.

b. The USACE Digital Visual Library at Portland District (CENWP-IM-V) will be responsible for the following:

- (1) Converting submitted images to digital format.
- (2) Monitoring submitted images for quality and quantity.
- (3) Building and maintaining the image database and USACE Digital Visual Library Web site at: <http://images.usace.army.mil>.
- (4) Returning original images to the submitter along with a CD-ROM of the images.
- (5) Submitting selected images to Army for official permanent record.
- (6) Providing technical help to major subordinate commands, district, labs and FOAs as necessary.
- (7) Monitoring and implementing technological advancements in digital image processes and procedures and ensures efficiency of distribution and compatibility with future INTERNET technologies.

c. USACE Command Information Management Offices will, with the assistance of Office of Public Affairs, be responsible for the following:

- (1) Acquiring existing and new photographic images, and provide wide selection to Public Affairs.
- (2) Maintaining a record of all images submitted to the image library.
- (3) Maintaining the original image when it is returned by the library.
- (4) Recommending "record" photos as specified in DA Pamphlet 25-91, Visual Information Procedures, for submission to Army and National Archives permanent records.

d. USACE Command Public Affairs Offices will, with the assistance of Information Management and Office of History, be responsible for the following:

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- (1) Selecting images for submission to the USACE Digital Visual Library.
- (2) Ensuring quality of images submitted.
- (3) Submitting image files to the DVL in accordance with the file formats established in Appendix A - DVL Image File Standards.
- (4) Providing identifying data in accordance with ENG Form 5067-R Visual Library Image Information, found in Appendix B and as outlines in paragraphs 6g(5) (a) through (m) to include project name, organization name, project location, type of project, project purpose, photographer, date of photograph and caption.
- (5) Submitting images and identifying information to the USACE Digital Visual Library at Portland District (CENWP-IM-V):

US Army Engineer District, Portland  
Attn: CENWP-IM-V  
P.O. Box 2946  
Portland, OR 97208

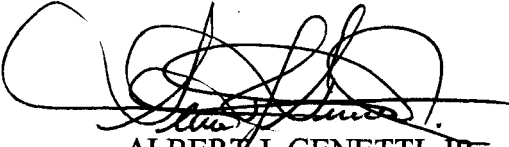
US Army Engineer District, Portland  
Attn: CENWP-IM-V  
333 Southwest First Avenue  
Portland, OR 97204

dvl@usace.army.mil  
Phone 503-808-5120  
FAX 503-808-5125

e. Office of Public Affairs, Office of History and Directorate of Information Management at all levels of the organization will be responsible for monitoring the image library and immediately reporting any problems or errors to the USACE Digital Visual Library Manager.

FOR THE COMMANDER:

2 Appendices  
APP A - DVL Image File Standards  
APP B - Digital Visual Library Image Information

  
ALBERT J. GENETTI, JR.  
Major General, USA  
Chief of Staff

## Appendix A DVL Image File Standards

Original Image Source	DVL Standard Image File Format	DVL Standard Minimum Image File Size	DVL Standard Minimum Image Resolution
35mm, Medium and Large Format Transparency or Negative Film. Digital Camera, Still Video	TIFF LZW Compression JPEG Low Compression PICT Mac or PC Kodak PhotoCD	3" x 5"	72 dpi (Low Resolution)
35mm, Medium and Large Format Transparency or Negative Film. Digital Camera, Still Video	TIFF LZW Compression JPEG Low Compression PICT Mac or PC Kodak PhotoCD	5" x 7"	150 dpi (Medium Resolution)
35mm, Medium and Large Format Transparency or Negative Film. Digital Camera, Still Video	TIFF LZW Compression JPEG Low Compression PICT Mac or PC Kodak PhotoCD	6.5" x 10"	300 dpi (High Resolution)
Computer Graphic Images created with Vector or Raster based Software.	TIFF LZW Compression JPEG Low Compression PICT Mac or PC Kodak PhotoCD PDF	3" x 5"	72 dpi
Electronic Slide Presentations	PPT	N/A	N/A
Video and Multimedia	MPEG 1 MPEG 2 AVI QuickTime	N/A	320 x 240 dpi

Data files will be accepted on the following media from either Macintosh or PC computers:

High density 1.4 floppy disk  
ZIP disk, 100 Mb  
Jazz disk 1 Gb

CDROM  
Kodak PhotoCD  
SyQuest Cartridge 44 or 88

Captions and other related image information for each digital file should be on the same disk within a read me text file (Readme.TXT).

### Description of File type Acronyms and File Format Extensions

Acronyms:	Description:	File Format Extension
JPEG	Joint Photographic Expert Group	.jpg
TIFF	Tagged Image File Format	.tif
MPEG	Motion Picture Expert Group	.mpg
PCD	Kodak PhotoCD	.pcd
PPT	Microsoft PowerPoint	.ppt
AVI	Video for Windows	.avi
MOV	QuickTime	.mov
PICT	Macintosh Picture	.pic, .pict



APPENDIX B

DIGITAL VISUAL LIBRARY IMAGE INFORMATION

(The information supplied about each image listed below will be entered into an image database program. This information will provide the end user of these images with the basic details about the images. Please provide individual forms for each photo submitted.)

(ER 25-1-91)

LAB USE ONLY

IMAGE DESCRIPTION

1. SUBJECT TITLE/EVENT/PROJECT NAME		2. MAJOR CATEGORY/MISSION AREA(S) <input type="checkbox"/> Civil Construction <input type="checkbox"/> Fish and Wildlife <input type="checkbox"/> Flood Control <input type="checkbox"/> Navigation <input type="checkbox"/> Hydropower <input type="checkbox"/> Safety <input type="checkbox"/> Recreation <input type="checkbox"/> Environmental <input type="checkbox"/> Emergency Response <input type="checkbox"/> History <input type="checkbox"/> Research and Development <input type="checkbox"/> People <input type="checkbox"/> Military Construction <input type="checkbox"/> Hazardous/Toxic Waste <input type="checkbox"/> Military Housing <input type="checkbox"/> Installations <input type="checkbox"/> Water Supply <input type="checkbox"/> Other _____
3. PHOTO, VIDEO OR GRAPHIC CAPTION/GENERAL INFORMATION		
4. LOCATION WHERE PHOTO, VIDEO TAKEN OR GRAPHIC CREATED <i>(Include state, territory, country)</i>		5a. PHOTOGRAPHER/GRAPHIC DESIGNER NAME <i>(If known)</i>
		5b. LAST 4 DIGITS OF SSN:
6. ORIGINAL PHOTO, VIDEO STORAGE LOCATION OFFICE SYMBOL	7. DATE OF PHOTO/GRAPHIC <i>(If known)</i>	8. LOCAL FILE REFERENCE <i>(Image/File number)</i>

9. SUBJECT/KEYWORD FOR GLOBAL SEARCHES *(Check all that apply)*

<input type="checkbox"/> air force	<input type="checkbox"/> dock	<input type="checkbox"/> irrigation	<input type="checkbox"/> ship
<input type="checkbox"/> army	<input type="checkbox"/> dredging	<input type="checkbox"/> jetty	<input type="checkbox"/> stream
<input type="checkbox"/> barge	<input type="checkbox"/> employee	<input type="checkbox"/> lake/reservoir	<input type="checkbox"/> survey boat
<input type="checkbox"/> barracks	<input type="checkbox"/> emergency operations	<input type="checkbox"/> levee	<input type="checkbox"/> trail
<input type="checkbox"/> beach	<input type="checkbox"/> endangered species	<input type="checkbox"/> lighthouse	<input type="checkbox"/> visitor
<input type="checkbox"/> boat/boating	<input type="checkbox"/> erosion	<input type="checkbox"/> lock	<input type="checkbox"/> visitor center
<input type="checkbox"/> camping	<input type="checkbox"/> fish	<input type="checkbox"/> military (people)	<input type="checkbox"/> water quality
<input type="checkbox"/> canal	<input type="checkbox"/> fishing	<input type="checkbox"/> model	<input type="checkbox"/> water sports
<input type="checkbox"/> ceremony	<input type="checkbox"/> flooding	<input type="checkbox"/> ordnance/munition	<input type="checkbox"/> wetland
<input type="checkbox"/> channel	<input type="checkbox"/> harbor	<input type="checkbox"/> park	<input type="checkbox"/> wildlife
<input type="checkbox"/> chemical	<input type="checkbox"/> hiking	<input type="checkbox"/> powerhouse	<input type="checkbox"/> other _____
<input type="checkbox"/> civilian (people)	<input type="checkbox"/> historical	<input type="checkbox"/> ranger	
<input type="checkbox"/> dam	<input type="checkbox"/> housing	<input type="checkbox"/> river	
<input type="checkbox"/> dike	<input type="checkbox"/> hurricanes	<input type="checkbox"/> scenic	

10. SUBMISSION <input type="checkbox"/> INITIAL <input type="checkbox"/> UPDATE <i>(Previous Number):</i> _____	11. REMARKS:
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INFORMATION SUBMITTED BY

12. CONTACT NAME <i>(Person completing this form)</i>	13. OFFICE SYMBOL	14. PHONE NUMBER	15. DATE
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LAB USE ONLY

16. FILE NO.	17. DISK NO.	18. DATE
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