



DEPARTMENT OF THE ARMY

U.S. Army Corps of Engineers
WASHINGTON, D.C. 20314-1000

REPLY TO
ATTENTION OF:

S: 15 May 98

CEIM-ZA (25-1)

30 Apr 98

MEMORANDUM OF AGREEMENT

SUBJECT: USACE Digital Visual Library

1. PURPOSE. The purpose of this memorandum is to assign responsibility for program administration to support the USACE-wide Digital Visual Library.

2. REFERENCE. DVL working committee (CEIM, CEPA, CEHO, CEHEC-IM-V, CENWP-IM-V) meeting which defined concept of operation, DEC 96; research of digital image indexing programs - CENWP-IM-V; acquisition of COTS and hardware - CENWP-IM-V; test and evaluation of pilot INTERNET based digital visual indexing program - CEIM-IV/CENWP-IM-V; Draft Engineer Regulation 25-1-91 - CEIM-IV/CEPA.

3. PROBLEM.

a. High quality photographs and other visual information products are an essential element in communicating the USACE story to other Army, DoD, Federal government and public audiences. Public Affairs and Information Management offices at the Headquarters and command elements have long recognized the need for a central collection of high quality images for use in preparing briefings, testimony, publications, news releases, exhibits and other command and public information products.

b. Technological improvements in digital photographic equipment 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 will significantly reduce the need for physical storage areas, as required for prints or slides.

c. Title 36 US Code of Federal Regulations (CFR), AR 25-1, Army Information Management Resource Management Program, AR 25-400-2, Modern Army Record keeping System (MARKS), DA Pamphlet 25-91 requires that USACE visual information products, to include photographic images, must be maintain in accordance with prescribed archival procedure.

4. SCOPE. This Agreement encompasses management of USACE-wide Digital Visual Library operations, archival services and functions and an Internet web site which provides Digital Visual Library services and products to all USACE Commands and other Federal and Public users.

5. UNDERSTANDING, AGREEMENT, SUPPORT, AND RESOURCE NEEDS .

a. USACE Portland District (CENWP) will establish and operate a USACE Digital Visual Library (DVL)

activity at Portland District Information Management Visual Information Branch (CENWD-IM-V) and appoint an administrator of the USACE DVL. The responsibility and duties of the administrative position will be assumed as part of an existing CENWP FTE.

b. The USACE Visual Information, Publishing and Printing Program Manager (CEIM-IV) and the Deputy Chief of Public Affairs (CEPA-I) will provide oversight and ensure USACE-wide adherence to DVL program objectives, performance criteria and business processes as outlined in ER 25-1-91, USACE Digital Visual Library. The DVL Program Administrator will ensure quality and performance of digital Visual Products and Service of performance of all products

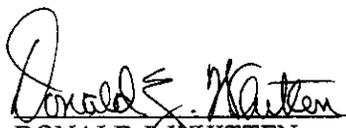
c. CENWP-IM-V will provide image collection and conversion to include digital scanning, image manipulation, enhancement and output to multi media sources; indexing, storage, retrieval and archive of image and caption files; file server and web page operation and maintenance; photographic custodial and distribution services to include receipt and return of stock imagery to proponent organizations and submittal of record photography to DoD Media Center.

d. Resource requirements for operation and maintenance of the DVL will be assessed annually. DVL will be reimbursed for annual operating costs not to exceed \$60K for labor, overhead, contractual services, software and hardware upgrades and administrative functions. Operational cost in excess of the annual allocation will be evaluated on a case by case basis.

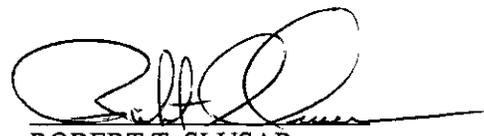
e. HQUSACE (CEIM-IV) will provide \$60k annually until 2000, for reimbursement of CENWP-IM-VI operating and maintenance expenses. Requirement for an annual increase will be submitted prior to a budget cycle.

6. POLICY & GUIDANCE: The DVL will be administered under policy and guidance set forth in ER 25-1-91, USACE Digital Visual Library. Supplemental procedural guidance will be provided to USACE Commands for submission of imagery and caption material.

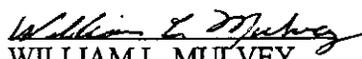
7. EFFECTIVE DATE. This agreement will become effective NLT 15 May 1998.


DONALD J. WHITTEN
Colonel, Corps of Engineers
Director of Information Management

Date April 30, 1998


ROBERT T. SLUSAR
Colonel, Corps of Engineers
Commander, Portland District

Date May 8, 1998


WILLIAM L. MULVEY
Colonel, Infantry
Chief of Public Affairs

Date May 1, 1998


DR. PAUL K. WALKER
Chief of Office of History

Date May 1, 1998