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Information Management: Visual Information

Visual Information Procedures

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SUMMARY of CHANGE

DA PAM 25-91

Visual Information Procedures

This publication--

- o Describes procedures for managing visual information (VI) activities (chap 1).
- o Describes procedures for establishing, disestablishing, and changing capabilities of VI activities (chap 2).
- o Describes standard procedures for operating and managing VI activities (chap 3).
- o Describes procedures for completing DD Form 2054/1 and DD Form 2054/2, the annual VI activity report (chap 4).
- o Describes procedures for identifying, programming, and managing VI systems (chap 5).
- o Describes procedures for participating in the Department of the Army Production and Distribution Program (chap 6).
- o Describes the functions and services provided by the Joint VI Service (chap 7).
- o Describes the operation of the Defense Automated VI System (chap 8).
- o Describes procedures for participating in the Army VI Documentation Program (chap 9).
- o Describes procedures for managing graphic arts and still photography services (chap 10).
- o Describes procedures for operating installation cable television, closed circuit, and master/community antenna television systems (chaps 11 and 12).
- o Describes the operation and management of conferencing systems (chap 13).
- o Describes the VI civilian career program (chap 14).

Information Management: Visual Information

Visual Information Procedures

By Order of the Secretary of the Army:

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General, United States Army
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The Adjutant General

History. This UPDATE printing publishes a new DA pamphlet. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This pamphlet describes the

mandated procedures for managing and operating Army visual information activities.

Applicability. This pamphlet applies to the Active Army, Army National Guard, and the U.S. Army Reserve. Specifically, this pamphlet applies to Department of the Army visual information managers at all levels (DA, major Army Commands, field operating agencies, major subordinate commands, and installations). This pamphlet does not apply to information systems acquired for cryptological purposes. Portions of this publication (chap 9) are applicable during mobilization.

Proponent and exception authority. Not used.

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by the Adjutant General. Users

will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this pamphlet is the Office of the Director of Information Systems for Command, Control, Communications and Computers. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Director of Information Systems for Command, Control, Communications and Computers, HQDA (SAIS-PDD-V), WASH, DC 20310-0107.

Distribution. Distribution of this publication is made in accordance with DA Form 12-09-E, block number 5298, intended for command levels B, C, and D for Active Army, the Army National Guard, and the U.S. Army Reserve.

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Chapter 1 Introduction

Section I General

1-1. Purpose

This publication describes procedures for visual information (VI). It contains specific, detailed guidance for managing and operating Army visual information activities. The guidance provided here applies to all authorized Army VI activities.

1-2. References

Required and related publications are listed in appendix A. Referenced forms are also listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this pamphlet are explained in the glossary.

1-4. Authority

Authority for this publication is derived from AR 25-1, DOD Directive 5040.2, DOD Directive 5040.3, DOD Instruction 5040.4, and Office of Management and Budget (OMB) Circular A-114.

1-5. Exclusions

The following functions and activities are excluded from all provisions of this document:

a. Photomechanical reproductions, cartography, digital medical imagery, X-ray and microfilm, and microfiche products.

b. Command and control information displayed in conjunction with weapon systems.

c. VI products collected exclusively for surveillance, reconnaissance, or intelligence, and equipment integrated in a reconnaissance-collecting vehicle.

d. VI productions on the technical, procedural, and management aspects of cryptological operations.

e. Facilities operated under the Joint Worldwide Intelligence Communications System (JWICS).

f. Facilities, services, and products operated or maintained by the Armed Forces Radio and Television (AFRTS) under DODD 5122.10 and DODD 5120.20. Products or productions acquired and distributed by AFRTS for exhibitions overseas.

g. VI commercial entertainment productions (major motion picture releases; for example, "First Blood," "Glory," "Driving Miss Daisy,") and equipment acquired and distributed by the Army and Air Force Exchange Service (AAFES).

h. VI systems embedded in training devices, simulators, instrumentation systems, weapon or medical systems, and so forth, if the primary purpose of the equipment is not VI and it does not perform a VI function.

i. VI equipment and products acquired with nonappropriated funds.

j. VI equipment acquired with appropriated funds to support Outside Continental United States (OCONUS) morale, welfare, and recreation (MWR) and is used only for entertainment. The cost of this equipment (that is, videotape playback, large-screen projection, video cameras, and similar items) will not exceed \$3,000 per item.

k. Commercial off-the-shelf VI productions acquired and distributed through the post library system solely for entertainment uses.

l. At the choice of the major Army command (MACOM) commander, individual VI activities and their equipment, products, and services that are 100 percent funded by Research, Development, Test, and Evaluation (RDTE) monies and used solely to support programmed and funded RDTE missions.

1-6. Exceptions

If VI products excluded in paragraph 1-5 are used to develop a subsequent audiovisual or VI production, the production will be subject to this document.

Section II Functions

1-7. The Director of Information Systems for Command, Control, Communications and Computers (DISC4), Army VI Management Office (AVIMO):

a. Serves as functional proponent for VI.

b. Provides, with the Chief, AVIMO as spokesperson, the senior Army VI representation to the Office of the Secretary of Defense (OSD), Office of the Secretary of the Army (OSA), the Army staff and Army MACOMs.

c. Maintains an Army VI Steering Committee (AVISC) to provide recommendations to the DISC4 on VI planning, programming, policy, architecture, doctrine, systems, and management.

d. Provides the DISC4 with VI plans, strategy, programming, policy, architecture, and standards support, and provides Army-wide VI direction, guidance, policy, and procedures.

e. Sponsors, with the Chief, AVIMO as the chair, the AVISC, which is composed of representatives from each MACOM or Headquarters Department of the Army, Field Operating Agency (HQDA FOA), the United States Army Visual Information Center, the United States Army Signal Center, the Television-Audio Support Activity and the staff of AVIMO.

f. Approves the Department of the Army (DA) VI Production and Distribution Program (DAVIPDP). This includes reviewing, validating, and approving (or disapproving) Army-wide productions, and assigning production activities for Army-wide and DOD-assigned VI productions (such as videotape, motion picture, and interactive videodisc). Ensures life cycle management of VI products and publishes and forwards the annual Army program to the Department of Defense (DOD).

g. Manages the Army VI Documentation Program. This includes initiating and assigning VI combat camera documentation projects to MACOMs for execution. Evaluates Army operational plans to ensure rapid combat camera response to wartime, contingencies, joint exercises, disaster response operations, and other peacetime engagements. In conjunction with the other military component VI management representatives and DOD VI representatives, reviews and makes recommendations to the Organization of the Joint Chiefs of Staff (OJCS) and Unified/Specified Command operational plans pertaining to combat camera.

h. Validates, prioritizes, and approves submissions to the VI Systems Program (VISP). (See exemption statement, chap 5, para 5-16.)

i. Validates and approves the establishment, expansion, consolidation, reduction of capability, and disestablishment of Army VI activities, and provides VI activity capability authorization. Assigns Defense VI Activity Numbers (DVIAN) to authorized Army activities.

j. Serves as the Army functional proponent for the Defense Automated Visual Information System (DAVIS). Acts as the primary point of contact for DOD and other component headquarters regarding DAVIS matters.

k. Develops Army VI policy and provides input to overall information mission area (IMA) policy.

l. Manages the Army VI Resource Program. This includes DA functional management of the VI management decision packages (MDEP) under the IMA Program Evaluation Group (PEG). Prepares DA VI initiatives for resourcing and prepares Exhibit 17 (Audiovisual Activities) to the President's Budget.

m. Provides management direction to the DOD Joint Visual Information Service (JVIS) activities for which the Army is the executive agent.

n. Reviews and evaluates VI combat developments for tactical VI force structure manpower and systems requirements.

o. Reviews and evaluates VI materiel developments for both tactical and nontactical systems. Ensures that state-of-the-art technologies are incorporated in the acquisition of nondevelopmental items (NDI) for VI.

p. Reviews and evaluates doctrine developments for VI in signal support according to FM 24-1 and FM 11-40.

q. Reviews and evaluates the VI training developments pertaining to the VI Career Management Field (CMF) 25 and the VI officer Additional Skill Identifier (ASI) 5B.

r. Evaluates all VI force structure development requirements.

s. Serves as the functional proponent for the commercial activities (CA) general functional code T807, Visual Information.

t. Manages the VI portion of applicable civilian career program. The Chief, AVIMO serves as the functional chief's representative to applicable career programs. Currently, VI is under the Public Affairs Communication Media (PACM), Career Program 22.

u. Provides Army representation to Federal, joint service and DOD VI production, acquisition, distribution, standards, documentation, career program management, and new technology working groups and committees.

1-8. Director, Armed Forces Institute of Pathology

Operates and maintains the DOD centralized Still and Motion Media Records Center for medical pathology materials to support DOD organizations and Veterans Administration Hospitals in accordance with DODD 5154.24.

1-9. Deputy Chief of Staff for Operations and Plans (DCSOPS)

a. Serves as the HQDA staff proponent for military training and command and control.

b. Develops Operation and Maintenance, Army programs to support VI initiatives in support of military training.

c. Validates or delegates the validation authority for VI production requirements in support of military training.

d. Ensures that tactical VI combat camera documentation support is included in Army operational planning documents for contingencies, emergencies, training exercises, and other peacetime engagements.

1-10. Deputy Chief of Staff for Personnel (DCSPER)

Serves as the validation authority for VI production requirements in support of recruiting, legal, medical, religious, safety and civilian personnel in conjunction with United States Army Recruiting Command, The Judge Advocate General, The Inspector General, The Surgeon General, The Chief of Chaplains, The United States Army Safety Center, and United States Army Personnel Command (PERSCOM).

1-11. Deputy Chief of Staff for Logistics (DCSLOG)

Serves as the validation authority for VI production requirements in support of supply, maintenance, and transportation.

1-12. Deputy Chief of Staff for Intelligence (DCSINT)

Acts as the HQDA Staff proponent for security review of VI productions for release to Congress, the general public, and foreign nationals.

1-13. The Chief of Public Affairs (CPA)

a. Provides general staff supervision and approval for the release of VI products to the public to include obtaining a security review by ODCSINT.

b. Implements DOD directives concerning AFRTS and provides HQDA staff management of activities controlled by the Army and operated as AFRTS outlets.

1-14. The Judge Advocate General

Serves as the HQDA staff proponent for copyright infringements and as such reviews all claims involving VI productions.

1-15. The Commanding General, U.S. Army Information Systems Command (USAISC)

a. Serves as materiel developer for nontactical VI systems.

b. Coordinates with the United States Army Training and Doctrine Command (TRADOC) and other organizations, as appropriate, to ensure interoperability and compatibility between the theater/tactical, strategic, sustaining base, and joint service VI systems.

c. Provides VI products and services to OSD, OJCS, Army, and other DOD and Federal agencies.

(1) Reviews and recommends approval or disapproval of DAVIPDP requirements. Recommends an activity to complete the production. Provides copies of category 3 and 4 approval memorandums, DD Form 1995-1 (Visual Information Production Request, Evaluation and Approval) and DD Form 1995-2 (Visual Information (VI) Production Report), subject searches, and initial distribution lists (including quantity and format) to the Chief, Joint Visual Information Service (JVISDA), ATTN: ASQNV-OJVT-ID, Tobyhanna PA 18466-5102.

(2) Organizes and operates Army deployable combat camera units to provide visual documentation of operational contingencies, exercises, joint operations, and relief activities in response to major disasters and other peacetime engagements.

(3) Reviews and recommends validation and approval of all Army requirements for VI equipment and systems including, but not limited to, VISP projects.

(4) Reviews, evaluates, and recommends approval or disapproval of requests for establishment, expansion, consolidation, change of capability, or disestablishment of Army VI activities.

(5) Serves as the operational manager of the DAVIS. This includes assigning user names, editing identifications (IDs), and so forth.

(6) Provides worldwide tactical VI combat camera documentation support for Army and joint service military operations, contingencies, emergencies, and other peacetime engagements. This includes developing and maintaining appropriate war plans.

(7) Operates a centralized DOD VI product distribution center and acts as inventory control point for DOD VI products.

(8) Provides a centralized contracting capability to rent, lease, procure, and produce VI products in support of the Army, DOD, and other Federal agencies.

(9) Operates the VI records holding area for VI still and motion media products.

(10) Provides installation radio and television broadcasting, closed circuit television (CCTV), cable television (CATV) and master antenna television (M/CATV) capabilities.

(11) Executes the Army VISP and the Army Video Teleconferencing (VTC) Program.

(12) Operates the U.S. Army Visual Information Center and the U.S. Army Television-Audio Support Activity (T-ASA) and provides JVIS support to Army and other DOD components requesting assistance.

(13) Provides centralized procurement of nontactical VI equipment and systems above the congressionally imposed other procurement, Army (OPA) dollar threshold.

1-16. The Commanding General, U.S. Army Training and Doctrine Command (TRADOC)

a. Develops combat and materiel development plans and concepts for tactical VI combat camera organizations and systems. Prepares tables of organization and equipment within the force structure for VI. Prepares tactical VI operational concepts along with associated systems and equipment.

b. Serves as the proponent for VI training developments in support of enlisted CMF 25 and officer ASI 5B.

c. Develops tactical VI combat camera doctrinal manuals.

d. Develops programs for resident and nonresident VI instruction to officer, enlisted, and civilian personnel.

1-17. The Commanding General, U.S. Army Materiel Command (AMC)

a. Provides centralized procurement, maintenance, and logistical support for type-classified VI equipment and systems.

b. Plans, programs, and manages RDTE for VI technology.

c. Serves as the materiel developer for tactical VI systems.

1-18. The Commanding General, U.S. Army Health Services Command (HSC)

a. Develops, plans, and programs medical continuing education training requirements.

b. Provides medical combat camera documentation support by ensuring applicability to internal command operational plans and rapid response to wartime, contingencies, joint exercises, relief activities in response to major disasters, and other peacetime engagements.

1-19. Commanders of Army components of unified and specific commands

Integrate tactical VI combat camera support requirements into operational plans for contingencies and national disasters in accordance with the Joint Operations Planning System, Volumes I and IV.

1-20. Commanders of MACOMS, FOAs, and installations

a. Appoint MACOM, FOA, and installation VI managers and ensure appropriate staff support.

b. Manage authorized Army VI activities.

c. Review the operation of authorized VI activities annually to determine if products and services are cost effective and systems are fully utilized.

d. Conduct or arrange for technical training for assigned VI personnel.

e. Protect assigned access identification numbers and implement local policies and procedures for use of Army files in the DAVIS.

f. Plan, program, and budget for OMA resources to support VI requirements (that is, productions, personnel, equipment, and systems) in support of their missions.

g. Conduct commercial activity reviews for assigned VI functions (T-807—Visual Information) in accordance with AR 5-20.

1-21. MACOM and FOA VI managers (RCS CSCPD-344, RCS DD-PA(A)1438, and RCS DD-PA(A)1115)

a. Prepare directives for implementation of VI policy and procedures.

b. Submit funding and manpower requirements to ensure support of authorized mission.

c. Based on HQDA strategy, develop MACOM 5-year plans for acquiring VI investment systems in accordance with DA Pam 25-2.

d. Maintain VI production approval number (PAN) registers for category I productions. Semiannually forward MACOM consolidated commercial off-the-shelf acquisition PAN register to the Chief, Joint Visual Information Service and Distribution Activity, ATTN: ASQNV-OJVT, Tobyhanna, PA 18466-5102.

e. Annual submit MACOM VI production requirements for consideration in the DAVIPDP, RCS DD-PA(AR)1381 (DD Form 1995-1 and DD Form 1995-2). These requirements will recommend a production activity, approve or modify distribution plans, identify funding sources, and ensure functional validation of VI requirements.

f. Validate and approve the establishment, expansion, consolidation, change of capability, or disestablishment of VI activities.

g. Validate, consolidate, and submit VI investment equipment and systems requirements for the Army VISP, RCS CSCPO-344.

h. Validate, consolidate and forward the VI Annual Activity Report, RCS DD-PA(A) 1438 (DD Form 2054/1 (Visual Information (VI) Annual Activity Report) and DD Form 2054/2 (Audiovisual (AV) Annual Production and Library Report)) to AVIMO.

i. Ensure that command operational planning documents include tactical VI combat camera support.

j. Request, through AVIMO, all tactical VI combat camera requirements which exceed organic capabilities.

k. Monitor assigned VI activities' participation in the VI record documentation program. Ensure that VI still and motion media master material is forwarded to the U.S. Army VI Center, Visual Media Library, for pre-accessioning. (Also see para 1-22k).

l. Provide management direction to authorized VI activities, including ensuring quality products and services, state-of-the-art equipment and systems, and overall operating efficiency.

m. Ensure life cycle management of VI products and equipment.

n. Validate and forward to AVIMO the MACOM consolidated annual VI Products Review for Obsolescence Report, RCS DD-PA(A)1115.

1-22. Installation VI managers (RCS DD-PA(AR)1381, RCS DD-PA(A)1438, and RCS DD-PA(A)1115)

a. Implement HQDA and MACOM policy and procedures.

b. Prepare and submit funding and manpower requirements to ensure support of authorized missions.

c. Based on HQDA and MACOM VI strategy, annually develop 5-year plans for acquisition of VI investment systems in accordance with DA Pam 25-2.

d. Maintain VI PAN registers for Category 1 productions, and semiannually forward them to their MACOM.

e. Annually submit VI production requirements (categories 2, 3, and 4) to their MACOM VI manager for consideration in the DAVIPDP, RCS DD-PA(AR)1381 and DD Forms 1995-1 and 1995-2. These requirements will recommend a production activity, validate distribution plans, identify the availability of funds, and ensure functional validation of the proposed requirements.

f. Prepare and submit VI investment equipment and systems requirements for the Army VISP, RCS CSCPO-344 to their MACOM VI manager.

g. Recommend to the MACOM VI manager the establishment, expansion, consolidation, reduction of capability, and disestablishment of VI activities.

h. Prepare and forward RCS DD-PA(A)1438, DD Form 2054/1 and DD Form 2054/2, to MACOM VI manager.

i. Ensure that command operational planning documents include tactical VI combat camera support.

j. Provide tactical VI combat camera special documentation support within VI activity capabilities and request additional support through the MACOM VI manager when local capabilities cannot meet requirements.

k. Quarterly, critique and forward record VI products (still photographs and motion media) to Commander, U.S. Army Visual Information Center, (ASQNV-OL) Room 5A470, WASH, DC 20310-4801, for pre-accessioning and forwarding to designated DOD VI records centers.

l. Manage and operate authorized VI activities, ensuring quality products and services, state-of-the-art equipment and systems, and high overall operating efficiency.

m. Ensure life cycle management of VI products.

n. Prepare and forward the annual RCS DD-PA(A)1115 to MACOM VI manager.

1-23. The functional proponent

a. Provides script, production, contract modifications, and travel funds for project officers, customer representatives, and technical advisers upon request by assigned production activities.

b. Ensures that, within 30 days of their receipt, draft scripts are reviewed, and that changes are submitted to assigned production activities.

c. Ensures approval of final scripts within 30 days of their receipt.

d. Assigns a customer representative (CR) and technical adviser (TA) to each production requirement. The CR and TA can be the same person.

Chapter 2 Activities Authorization

Section I VI Activities

2-1. Visual Information activity

A VI activity is an organizational element (or a function within an organization) in which at least one person is classified as a VI specialist or provides VI services. VI activities expose and process original photography (still and motion media); record, distribute, and broadcast electronic video or audio; produce, reproduce, distribute, preserve, or acquire VI products; lend VI products or equipment; prepare graphic artwork; operate VI libraries; provide presentation services; or manage any of these activities.

2-2. Authorization authority

a. Prior to performing VI functions or providing VI services, Army VI activities will be authorized according to the types of functions described in table 2-1.

b. VI activities are established, expanded or reduced in capability, consolidated, or disestablished according to the level of approval shown in table 2-1. Some capabilities are authorized only by the Assistant Secretary of Defense (Public Affairs) (ASD(PA)) in response to a request by AVIMO. Requests requiring ASD(PA) or AVIMO authorization are submitted through VI channels to AVIMO. Figure 2-1 is a general format for the basic request memorandum, and figure 2-2 is a guide for preparing the enclosure to the memorandum.

c. DA Form 5697-R (VI Activity Authorization Record) will be issued for each authorized VI activity. Table 2-2 is a guide for completing this form. Blank copies of this form are published in AR 25-1.

d. MACOMs will forward to AVIMO all correspondence used for VI activity authorizations performed at the MACOM level, including copies of the MACOM-issued DA Form 5697-R. Changes from previous authorizations should be identified in correspondence.

e. Unless specifically authorized to provide dedicated support to a particular command or organization, VI activities will, to the extent they are capable, support other Army, DOD, or Federal agencies on a reimbursable basis. AVIMO may authorize dedicated VI activities when this arrangement would improve support and efficiency.

2-3. VI activity support

VI activities are authorized as common or dedicated support activities.

a. Common support activities provide general support to an installation or a defined geographic area.

b. Dedicated support activities may be authorized separately for a particular organization only if it is clearly established that an existing common support VISC or Training Support Center (TSC) cannot provide the needed support. When authorized as dedicated, a VI activity may not provide services to any other organization, since this clearly violates the intent of the dedicated support and would be a basis for consolidation into the common support activity.

c. Existing VI activities may establish satellite activities as needed to best support their customers. A satellite is not a separate activity; it reports its management data through its host activity. As a rule, a satellite activity will be organized under the same Table of Distribution and Allowances (TDA) as the host activity, but sometimes it may be better placed under the operational control (OPCON) of the supported organization. As such, a satellite may either be colocated with the host activity or separated by geographic distance. This allows the VI activity to support the missions of its customers while also providing centralized management.

2-4. Defense VI activity numbers

All Army VI activities are designated for specific functions and are assigned a DVIAN. Army DVIANs always begin with the letter "A,

" followed by a four digit number, for example: A0102. The DVIAN will be used in all correspondence dealing with individual activities. MACOM DVIAN allocations are as follows:

- a. A0301-A0499 Army Materiel Command
- b. A0501-A0699 Training and Doctrine Command
- c. A0701-A0899 Forces Command
- d. A0901-A1099 U.S. Army, Europe
- e. A1101-A1299 U.S. Army, Pacific
- f. A1301-A1399 U.S. Army, Japan
- g. A1401-A1499 Corps of Engineers
- h. A1501-A1699 Eighth U.S. Army
- i. A1701-A1899 Health Services Command
- j. A1901-A1999 Medical Research and Development Command
- k. A2101-A2299 Intelligence and Security Command
- l. A2301-A2499 Information Systems Command
- m. A2500-A2599 Criminal Investigation Command
- n. A2701-A2799 Recruiting Command
- o. A2901-A2999 Military Traffic Management Command
- p. A3501-A3699 National Guard Bureau
- q. A3901-A3999 U.S. Army, South
- r. A4101-A4199 Military District of Washington

2-5. Table of organization and equipment units

Submit all requests to establish or change a TOE VI element to Headquarters, TRADOC, ATTN: ATCD, Fort Monroe, VA 23651, with copy furnished to AVIMO.

2-6. Modified TOE units

Submit all request to change VI capabilities in Modified TOE (MTOE) units to HQDA, (DAMO-FD), WASH DC 20310-0450, with copy furnished to AVIMO. MTOE VI organizational elements cannot be consolidated with TDA VI activities.

Section II Types of VI Activities

2-7. Types of authorizations

Army VI activities are authorized to perform specific functions and provide specific services (table 2-1). A brief discussion of these types follows.

2-8. VI Support Center (type A)

A VISC provides support to all installations, organizations, activities, and tenants in an assigned support area. Sometimes, the VISC is a supplement of a TSC or other organization. Type A activities may not make VI productions. Services typically provided by type A activities include:

a. *Still photography.* Producing, processing, and reproducing still picture films, prints, and transparencies. This includes electronic still video camera systems.

b. *Motion picture.* Exposing, processing, and duplicating motion picture film. This includes briefings, news clips, operational documentation, filmed reports, and "stand-alone" segments with or without sound.

c. *Television.* Producing and reproducing video recordings. This includes briefings, news clips, operational documentation, video reports, and "stand-alone" video segments with or without sound.

d. *Audio.* Recording, producing, reproducing, and distributing sound in support of an activity. This includes recording of briefings, news clips, ambient sound, sound effects, reports, documentations, aural amplification, and other audio products.

e. *Graphic art.* Design, creation, and preparation of two and three dimensional visual products. This includes charts, graphs, posters, and visual materials for brochures, covers, television, motion pictures, printed publications, displays, presentations, and exhibits prepared manually, by machine, or by computer.

f. *Library.* A VI library loans and maintains VI media and equipment. This authorization allows purchase, lease, or rental and accountability of off-the-shelf commercial VI productions for local use. See paragraph 2-17 for a further discussion of VI libraries.

g. Maintenance. Repairs and services of equipment organic to the VI activity.

h. Presentation. Scheduling and maintaining classrooms and conference rooms and their supporting equipment. Also may include providing public address systems, equipment loan, self-help services, and projection services.

2-9. VI production (type B, type C, type D, and type M)

There are four categories of VI productions. The authorization assigned to a specific activity designates the production category that activity may produce. Again, a type A VISC may not make VI productions. Type B activities may produce category 1 productions. Type C activities may produce both category 1 and category 2 productions. Type D activities may produce categories 1, 2, and 3 productions. Type M activities may produce categories 1, 2, 3, and 4 productions. Type B, C, D, and M activities may locally contract out portions of their VI productions, but this may not exceed half the total cost of the production. See chapter 6 for a detailed discussion of VI production categories.

2-10. VI production (type N)

Type N activities may produce all categories of VI productions. These activities also provide a centralized contracting capability to rent, lease, and procure VI products and productions.

2-11. DOD VI records center

A DOD VI records center is a facility specially designed, equipped, and constructed for the storage, retrieval, and referencing of records. VI records centers provide ready access to still media records and motion media records. The Office of the Assistant Secretary of Defense for Public Affairs (OASD(PA)) Defense Audiovisual Policy Office has designated DOD VI records centers. Material for the centers is provided through the DAVIPDP, and the VI Documentation Program, described in chapters 6 and 9. Authorized DOD VI records centers and their locations are as follows:

a. The Army Central Still Picture and Motion Media Records Center for Medical Pathology. These materials support DOD organizations and Veterans Administration hospitals (Department of the Army: Armed Forces Institute of Pathology, Washington, DC).

b. The DOD Central Motion Media Records Center supports DOD organizations, the Federal Government, and public requirements (Department of the Air Force: Norton Air Force Base, CA).

c. The DOD Central Still Media Records Center supports DOD organizations, the Federal Government, and public requirements (Department of the Navy: Anacostia Naval Station, Washington, DC).

d. A DOD still and motion media records center for intelligence imagery (Defense Intelligence Agency).

e. A DOD still and motion media records center for cryptologic and cryptologic-related materials (National Security Agency).

f. A DOD still and motion media records center for nuclear test materials (Defense Nuclear Agency).

2-12. Army VI records holding area

The VI production records holding area is the Army Visual Information Center, Joint VI Service Distribution Activity (JVISDA). A holding area is a facility where VI products are sent pending their disposition to the appropriate DOD records center. The JVISDA keeps the material briefly (not more than 2 years) to prepare it for its transfer.

2-13. Combat camera, peacetime engagements, and technical documentation

The Army VI Documentation Program provides a visual record of significant Army events and activities. This information is acquired for both operational and historical purposes. OSA, OJCS, HQDA, and field commands use this information for operational command and control, presentations, reports, and historical record. Doctrinal, combat, materiel, and training developers use these records for analysis and in reports and briefings to support their programs. Public

affairs offices use these products for keeping Army personnel informed and for release to the news media to tell the Army story. This program includes combat and peacetime engagement documentation. All Army VI activities with video, motion picture, still photography, audio recording, or graphic art capabilities are required to participate in this program. The type of authorization assigned to a VI activity determines its capabilities in this program.

2-14. Broadcasting

a. Radio and television broadcasting. "Broadcasting" refers to a radio or television station authorized by the Federal Communications Commission (FCC) in continental United States (CONUS) or by the host nation OCONUS. The station is assigned a frequency, power allocation, and a period of each day for broadcasting purposes. These stations are stand-alone facilities whose signal can be received by radio or television receivers over the air waves. They also can include a carrier current radio or television broadcast station that transmits to a specific audience by a system of cables within a defined area. This does not include the channels reserved within a CATV system for Government use, the channels provided for information or educational purposes over a CCTV system, or stations received by and retransmitted over an M/CATV system.

b. Cable television system. VI activities are responsible only for operating the command channel(s) provided as a part of the CATV franchise agreement. See chapter 12 for a discussion of CATV.

c. Closed circuit television. CCTV is point-to-point signal transmission by cable or directional radiation where the audience is limited by physical control or nonstandard transmission. It is usually controlled from a central point and can, in certain circumstances, be selectively transmitted to some areas and restricted from others. It also may be transmitted via a local area network. See chapter 12 for a discussion of CCTV.

d. Master and community antenna television. VI activities operate M/CATV systems, but do not provide or produce the signal reception apparatus (antennas, satellite dishes, and so forth) to do this. See chapter 12 for a discussion of M/CATV.

2-15. Video teleconferencing

Video teleconferencing permits interaction among participants remote from one another, but linked by a telecommunications system. Capabilities may include two-way electronic audio and video communications between two or more locations, fully interactive audio and video, or two-way audio and one-way video. These include those sites engaged in tele-education or teletraining functions. Desktop and individual workstation systems employing VTA are excluded from VI activity management policy even when linked to a VTC network. Activities requiring temporary VTC services for less than 90 days need not seek authorization (See chap 13.).

2-16. VI training activity

A VI training activity functions just as a type B VI production activity except its support is dedicated to a school conducting VI training and its activities may be performed by the students. These activities are designated and authorized as type K activities by the American Forces Information Service (Defense Audiovisual Policy Office) at DOD.

2-17. VI libraries

a. A VI library loans and maintains VI products and equipment. It is authorized as a part of a VI Support Center. This authorization allows purchase, lease, or rental of off-the-shelf commercial VI productions (see chap 6 for details) for local use, and requires accountability of all VI products and user operated equipment.

b. The term "audiovisual (AV) library" is used to describe a subset of a VI library. This is needed because of reporting and accounting procedures. An AV library is that portion of a VI library that purchases, accounts for, inspects, cleans, repairs, loans, and stores copies of AV productions (motion media with sound). AV library costs are reported on DD Form 2054/2.

c. The term "VI library" designates the whole library facility, but besides accounting for AC productions, a VI library also must be

staffed and equipped to provide loan and accountability of user-operated VI equipment.

d. The following approved reports and forms are required to manage and operate Army VI libraries:

(1) Requests for short-term loan of VI equipment for 30 days or less will be made on DD Form 1150 (Request for Issue or Turn-in).

(2) Requests for extended loan of VI equipment will be made on a DA Form 2062 (Hand Receipt/Annex Number).

(3) Requests for loan of VI products will be submitted on DA Form 4103-R (VI Product Loan Order) (table 2-3).

Table 2-1
Types of Visual information Activities

Type	Primary function	Description	Level of approval
A	VI Support Center 1. Still photography 2. Motion picture 3. Video recording 4. Audio recording 5. Graphic art 6. VI library 7. Equipment maintenance 8. Presentation support 9. Still video	Provides VI support services to all organizations on an installation or within a defined area. It may include motion picture, still photography, video and audio recording for nonproduction documentary purposes, still video, graphic arts, VI library services, and VI equipment maintenance. Services also may include purchase, lease, or rental of off-the-shelf commercial VI productions for local use.	MACOM
B	VI Production 1. Videotape 2. Motion picture 3. Multimedia	Includes production, reproduction, and distribution of Category 1 VI productions.	MACOM
C	VI Production 1. Videotape 2. Motion picture 3. Multimedia	Includes all functions of type "B" activities plus production, reproduction, acquisition and distribution of Category 1 and 2 VI productions.	MACOM
D	VI Production 1. Videodisc 2. Videotape 3. Motion picture 4. Multimedia	Includes all functions of type "C" activities plus production of Categories 1, 2, and 3 VI productions. Also includes reproduction and distribution of Categories 1 and 2 productions.	HQDA
E	VI Records Center 1. Joint Services 2. Army	Central control and storage facility for VI products.	ASD(PA)
F	Combat Camera and Other Operational Documentation (COMCAM) 1. COMCAM 2. Psychological operations (PSYOPS) 3. Public affairs 4. Training documentation	Includes combat, contingency, natural disaster, field training, and other coverage of operations to satisfy MACOM, Army, and DOWIDE requirements. Includes documentation of special operations activities used for PSYOPS. Includes photojournalism, HQDA journalism, electronic photojournalism, and other VI media to support public affairs (command information, community information, and media relations). Includes visual information products and services integrated into the data collection systems at major field tactical training centers.	AVIMO AVIMO MACOM
G	Technical Documentation RDTE Special	VI Documentation of actual events for evaluation Includes medical and intelligence documentation, optical instrumentation, and armament recording.	MACOM
H	Broadcasting 1. Cable TV 2. Closed circuit TV 3. Master/community antenna TV 4. Radio 5. Television	Includes local cable, master or community antenna, closed circuit television, or other radio and television broadcast services (less AFRTS).	MACOM
I	Video Conferencing	Electronic media for audio and visual interaction between two or more locations.	AVIMO
J	Media Distribution	Central VI product distribution.	ASD(PA)
K	VI Training	Formal VI Training for DOD personnel; it may engage in Category 1 VI production, reproduction and distribution to support formal programs of instruction.	ASD(PA)

Table 2-1
Types of Visual information Activities—Continued

Type	Primary function	Description	Level of approval
L	VI Management	Includes staff functions and management and administration of VI activities. Also includes limited acquisition of commercial off-the-shelf productions	ASD(PA) AVIMO
	1. HQDA		
	2. MACOM or FOA		
	3. Major Subordinate Command		
	4. Installation		
5. Other	MACOM MACOM MACOM		
M	VI Production	Includes all functions of type "D" activities plus production and re-production of Categories 1, 2, 3 and 4.	ASD(PA)
	1. Videodisc		
	2. Videotape		
	3. Motion Picture		
4. Multimedia			
N	VI Production	Includes commercial contracting of Categories 1, 2, 3 and 4. Also includes the acquisition of commercial off-the-shelf productions.	ASD(PA)
	1. Videodisc		
	2. Videotape		
	3. Motion Picture		
4. Multimedia			
Q	JVIS	VI activity that provides VI support to more than one DOD component. These activities are funded separately from other VI activities by the DOD component that is designated as the executive agent.	ASD(PA)

Table 2-2
Instructions for Completing DA Form 5697-R

Block Number	Block title	Instruction
Section I—Activity Profile		
1	DVIAN	Enter the Defense VI Identification Number (DVIAN) of the activity being authorized
2	MACOM/FOA	Enter the abbreviated title of the MACOM or FOA to which the activity being authorized belongs, for example TRADOC, FORSCOM, AMC, and so forth.
3	UIC	Enter the Unit Identification Code of the activity being authorized as it is entered on the activity's TDA.
4	Point of contact	Enter the name of the VI manager of the activity being authorized.
5	Unit or activity name and address	Official activity address, including the ATTN: line and 9-digit ZIP code.
6	Telephone Number	Enter both the Defense Switched Network (DSN) and commercial (including area code) numbers of the VI manager listed in block 4.
7	Program element codes	Enter as appropriate.
8	Date last CA review	Enter as appropriate.
9	Method of operation	Enter the appropriate code for the method of operation: GOCO (Government-owned, contractor-operated), GOGO (Government-owned, Government-operated), COCO (Contractor-owned, contractor-operated), or COGO (contractor-owned, Government-operated).
Section II—Activity Classification		
10	Type activity	Enter the letter and numeral in the "type" column of table 2-1 for each type of service the activity is authorized to perform, for example, A, B, L4, and so forth. Each entry should be positioned on the same line as the first line of the entry in block 11.
11	Functions/Services authorized	Enter, in underlined all capital letters, the entry listed in the "Primary Function" column of table 2-1 which corresponds to the entry in block 10. Follow this with the first line of the "Description" block in table 2-1 using normal capitalization. Then list the specific activities authorized, such as still photography, video, VI library services, and so forth. If the organization is a dedicated VI activity, state, "Provides dedicated VI support services to (name of organization)," and then list those services authorized. Services may also include purchase, lease, or rental of off-the-shelf commercial VI productions for local use.
Section III—Approval		
13	HQDA approval	<p><i>A Typed name:</i> Typed name of the VI manager validating this authorization.</p> <p><i>B Command:</i> Enter the command of the VI manager whose name is shown in block 12A.</p> <p><i>C Signature:</i> Signature of the VI manager validating the activity.</p> <p><i>D Date:</i> Enter the date the form is signed.</p> <p><i>A Typed Name:</i> Typed name of the Chief, Army Visual Information Management Office.</p> <p><i>B HQDA Staff:</i> Currently the HQDA Staff proponent is ODISC4 (SAIS-PDD-V).</p> <p><i>C Signature:</i> Signature of the Chief, Army Visual Information Management Office or authorized representative.</p> <p><i>D Date:</i> Date the form is signed.</p>

Table 2-3
Instructions for Completing DA Form 4103-R

Block number	Block title	Instruction
Section I—Loan Information		
1	To	Enter the name of the servicing VI activity
2A	From	Enter the name of the requesting unit or activity
2B	Account No.	The account number of the requesting activity, if applicable.
3	Purpose of loan	State the function that the loan of the VI product will support. For example, commander's call, SDT training, and so forth.
4A	Signature	Signature of person receiving the loaned product
4B	Date	The date the product is loaned.
4C	FY	Fiscal year in which the product was loaned.
	Loan order number	The internal control number for this particular loan.
4E	Telephone number	Telephone number of the person receiving the loaned product.
4F	Command	The appropriate command or unit designation of the person receiving the loaned product.
5	Loan period	<i>From:</i> Beginning date of the product loan. <i>To:</i> Date loaned product is to be returned to the VI activity.
6	Shipping dates	<i>Out:</i> If the VI product is to be relayed to the requester other than by pick up, list the date the product was released from the VI activity. <i>Due in:</i> Date the product is to be returned to the VI activity.
7	Method of delivery	Check appropriate block.
8	Record of returned items	<i>Signature:</i> Initials of the person receiving the VI product as it is returned to the lending VI activity. <i>Date:</i> Date item was returned to the lending VI activity.
Section II—Media		
a	PIN or PAN number	The Production Identification Number (PIN) or the Production Approval Number (PAN) of the loaned VI production.
b	Release number	The release number of the loaned VI production.
c	Title	The title of the loaned VI production.
d	Showings	Leave blank.
Section III—Activity Management Data		
21	DVIAN	The Defense Visual Information Activity Number of the VI activity providing the service. This is a four-number code preceded by the letter A. Example: A0102.
22	Customer account number	The account number of the requesting customer's organization, if applicable.
23	In-House work hours	If in-house, list the total work hours expended in accomplishing the loan service. Include here administrative time spent in shipping, receiving, any correspondence preparation, and the like. If the service is provided by contract personnel, just list the in-house contract cost in the next block (Cost). Work hours are not required.
24	Cost	The total cost of the service provided by this loan order.

(Letterhead)

ABCDE-F (25-1-7())

7 August 1991

MEMORANDUM FOR HQDA, ATTN: SAIS-PDD-V, ROOM 1C710, THE PENTAGON, WASHINGTON, DC 20310-0107

SUBJECT: Request for Authorization of Visual Information (VI) Activities

1. In accordance with AR 25-1, request authorization to [NOTE: choose one: establish, expand, reduce capability of, consolidate,

Figure 2-1. Format for requesting authorization of an Army visual information activity—Continued

disestablish] a VI Activity with the capabilities and functions indicated on the Visual Information Activity Authorization Request at Enclosure 1.

2. POC for this request is Mr. Jerry J. Jordan, DSN 555-1212.

FOR THE COMMANDER:

1 Encl
as

MIRIAM B. BARTZ
Colonel, GS
Deputy Chief of Staff for
Operations

CF:

Commander, U.S. Army Aviation School, ATTN: ATAB-C, Ft. Rucker, AL 36362-5000

Figure 2-1. Format for requesting authorization of an Army visual information activity

Visual Information Activity Authorization Request

- A. Organization name
- B. Unit Identification Code
- C. MTOE/TDA number and paragraph
- D. Location/address
- E. Point of contact
- F. Telephone number (DSN and commercial)
- G. Type of activity requested, to include specific individual functions (Type A, B, and so forth)
- H. Justifications and missions the activity will support. This should be detailed justification, outlining specific functions showing why the capability is required and indicating any new missions that require additional support.
- I. List of organizations to be served. List the general customer base supported by the activity; that is, the name of the post or installation, tenant units, local organizations, other Federal agencies, location of VI Activity satellite(s) and their customers.
- J. Method of operation. State whether it is Government-owned, Government-operated (GOGO); Government-owned, contractor operated (GOCO); contractor-owned, Government-operated (COGO); contractor-owned, contractor-operated (COCO); or a combination of methods.
- K. State whether or not it complies with MACOM or agency Army information architecture.
- L. Manning (on hand and required). Indicate both civilian and military by specific function requested. List only the Government positions for contract operations. Also cite source of funding for the pay of personnel (Army Management Structure Code (AMSCO)).
- M. List equipment, both on hand and required. Also cite source of funding.
- N. Describe the workload. Give the number and types of products currently produced annually and the estimated workload for the next 3 years.
- O. List the nearest existing DOD VI Activities, including active and reserve components, and a justification why required services cannot be provided by those activities. Include statement that coordination has been made and the results.
- P. Impact statement. Address specific details of what will happen if the requested capabilities are not provided.

PREPARED BY:
(Requesting Command)

REVIEWED BY:
(MACOM/FOA VI Manager)

Figure 2-2. Format for an enclosure to a request for authorization of an Army visual information activity

Chapter 3 VI Activity Management and Operations

Section I VI Activity Management

3-1. Types of VI Activities

Chapter 2 provides a detailed description of the types of VI activities authorized within the DOD. Based upon these authorizations, VI activities can request manpower, resources, and equipment. Table

2-1 lists the different types of VI activities, shows who may authorize them, and describes the functions each activity may do.

3-2. VI activity authorization record

A DA Form 5697-R is issued for all authorized Army VI activities. This form is a permanent document. It must be signed by the FOA or MACOM VI manager before it becomes effective, and it must be maintained at HQDA, the MACOM, and at the VI activity. The DA

Form 5697-R is a required part of the VI Activities folder, which is developed according to AR 25-400-2.

3-3. Activity consolidation

VI activities will be consolidated into as few locations as possible. Each MACOM will attempt to consolidate its VI activities into a single VISC or TSC within each installation, community, or geographic area. Where physical consolidation is not feasible or economical, these activities shall be managed centrally. JVIS activities may be managed separately.

3-4. Common support activities

Those common support activities assigned a type L-4 (VI Management—Installation) provide general support to an installation or a defined geographic area. This may include dedicated support to the missions of certain activities which may be established as satellites.

3-5. Satellite activities

The satellite activity is not a separate authorized activity; it reports its management data through its host activity. As such, a satellite can be colocated with the host activity or can be separated geographically. This allows the VI activity to support the missions of its customers, but also provides centralized management. Usually, a satellite activity is organized under the same TDA as its host.

3-6. Dedicated activities

A VI activity may be authorized separately as a dedicated activity for support to a particular organization if it is clearly established that an existing VISC or TSC cannot provide the needed support. When authorized as dedicated (type L-5, VI Management, Other) a VI activity may not provide support to any other organization on an installation or within the geographic region serviced by a common support activity, since this clearly violates the intent of the dedicated support and would be a basis for consolidation into the common support activity.

3-7. VI activity review

Each FOA or MACOM VI manager must review all authorized VI activities for which he or she is responsible to ensure that they are providing proper support to their customer bases and that they are using resources only as authorized. If additional resources are required, they must be obtained through command channels. Because of the need for cost effective operations, VI managers will consolidate or eliminate unnecessary VI activities.

Section II

VI Activity Operations

3-8. Work requests

Associated completed forms or automated records will be retained by the VI manager per AR 25-400-2.

a. VI work order.

(1) Requests for motion picture, still photography, audio or video recording, graphic art, presentation support, and other VI services, except loan and issue, will be submitted using DA Form 3903-R (Visual Information Work Order). This form provides an audit trail and costing data for each service provided. Reproducible copies of this form are provided in AR 25-1.

(2) When an oral, written, or electronic request is submitted, DA Form 3903-R will be initiated by the VI activity. The requester must justify all work as an official requirement. The completed DA Form 3903-R will be attached to the letter or copy of the electronic request, and the requester will acknowledge receipt of products and services on the completed form. The completed form will be retained by the VI activity for record and accounting purposes.

(3) If copies of classified documents or original VI products of classified subjects are required, the requester must provide classification data and the authority for reproduction. The requester will validate clearances for personnel to enter restricted or classified areas to provide the requested service.

(4) Requests for intelligence support will be submitted through intelligence channels to the supporting VI activity.

(5) Requests for operational support will be submitted through operations channels to the supporting VI activity.

(6) Requests for support of command information, community relations, or public information will be submitted through the public affairs officers to the supporting VI activity.

(7) Requests for support of all other functions or activities will be submitted to the VI activity designated to provide the support requested.

(8) VI documentation (chap 9) may be initiated by the VI manager.

(9) Table 3-1 contains instructions for completing DA Form 3903-R.

b. VI production requests. VI productions will be requested using the procedures in chapter 6 of this pamphlet.

c. Requests for loan of VI products. DA Form 4103-R is used to request loan of motion picture film, filmstrips, slides, overhead transparencies, video recordings, multimedia packages and associated media. This information is reportable in the VI Activity Annual Report.

d. Equipment loan. Requests for extended loan of VI equipment will be made on DA Form 2062. Loans of user operated equipment and requests for short-term loans (less than 30 days) will be made on DD Form 1150.

3-9. Identifying VI products

a. Original VI productions, products, and associated administrative records will be controlled throughout their life cycle. Activity VI managers will maintain a system for numbering individual product items in keeping with the local activity's requirements. See chapter 6 for information on how to identify VI productions and chapter 9 for information on how to identify still media and non-production motion media.

b. Each piece of original art work and still photography will be kept in a protective jacket. The assigned number will be marked on the protective jacket so that the specific product can be identified for reorder, disposition, and life cycle management.

c. Products selected for nomination as permanent record material will be assigned a VI record identification number (VIRIN) before they are submitted. Local VI managers will maintain a cross-indexing system between the local number and the VIRIN.

d. The VIRIN will contain the following elements in the following order, each separated by a dash (—):

- (1) DVIAN
- (2) One of the following media type codes:
 - (a) ARD—audio record disc
 - (b) ATC—audio tape, cassette
 - (c) ATR—audio tape, reel
 - (d) BDA—board art
 - (e) CDA—compact disc, audio
 - (f) CDV—compact disc, video
 - (g) IVD—interactive videodisc
 - (h) LVD—linear videodisc
 - (i) MCN—motion picture negative, color
 - (j) MCP—motion picture positive, color
 - (k) MGM—miscellaneous graphic media
 - (l) MPN—motion picture negative, B & W
 - (m) MPP—motion picture positive, B & W
 - (n) MMM—multimedia
 - (o) OTT—overhead transparency
 - (p) SCN—still photo negative, color
 - (q) SLT—slide/tape
 - (r) SPN—still photo negative, B & W
 - (s) SPT—still photo transparency
 - (t) SSS—slide set
 - (u) VSP—video still
 - (v) VTC—videotape cassette
 - (w) VTR—videotape reel
- (3) The last two digits of the fiscal year
- (4) Sequential number of each piece of original art, still picture,

film strip, motion picture roll, video and audio tape, or disc number as part of the work order. Number each unit of media sequentially. Reset the sequence to its beginning each FY.

(5) Security classification code. If the material is unclassified, leave blank. For confidential, enter CO, for Secret, enter SE, and for Top Secret, enter TS.

e. The VIRIN is the life cycle number of each unit of media and will be the number by which the records centers will access, store, and retrieve media. For example, the VIRIN for the sixth reel of videotape made by the Fort Diego VI Support Center (DVIAN A0901) on FY 91 work order number 444 and classified SECRET would look like this: A0901-VTR-91-444-000006-SE. Each unit of media selected as record material will be assigned a number (that is, each 35mm transparency or negative, each roll of film, each videotape cassette, and so forth).

f. Since the VIRIN is a life cycle number, it should remain unchanged even when converted into a different related medium unless the character of the product is substantially changed.

g. Video images captured or stored on a still video floppy disc or on an optical medium will be filled with the proper MARKS identification per AR 25-400-2. These media, used chiefly for image storage, shall be accompanied by a listing of the VIRIN for each separate image. The VIRIN listing will be filed with the appropriate medium.

3-10. Release statement

The following statement will be placed on the back of each unclassified picture and will accompany copies of unclassified motion picture footage, video or audio recording or imagery distributed: "Publication or commercial use of this material requires release by a U.S. Army Public Affairs Officer. Credit U.S. Army." (Credit line consisting of individual's name and unit may be added).

3-11. Use of personal equipment and supplies

a. Military or civilian employees of the Army who have been designated or authorized to engage in television, audio, still photography, motion picture recording or generation, or original graphic illustrations for any official purpose are considered official Army VI recorders for the purposes of this pamphlet.

b. Army personnel who are on official VI assignment, unless off-duty, may not engage in VI recording for personal retention or for any other purpose not directly related to official Army activities.

c. When by choice or agreement, personally owned equipment or supplies (cameras, film, magnetic tape, and illustration materials) are used during an official assignment, all VI material recorded while on that assignment becomes Army property and must be turned in to a Department of the Army VI activity or an authorized Department of the Army agent.

3-12. Release of media

Motion picture, still picture, audio and video recordings, drawings, and other VI recordings are subject to the same safeguards and release requirements as other materials intended for release to the press, public, or individuals. For policies governing release of material outside the Department of Defense, see AR 340-21, AR 360-5, and AR 380-5.

3-13. Use of VI materials and equipment

When the VI Manager cannot support official requirements, production materials may be issued to the requester. VI products created with these materials will remain the property of the Department of the Army. Such products, with associated captions, will be turned into a Department of the Army VI activity, or authorized agent for processing and disposition in accordance with this pamphlet.

3-14. Reproduction

a. Reproduction by VI means will be done only when it is the most efficient and appropriate method and will be limited to the minimum number of copies justified to meet the requirements as stated on the DA Form 3903-R.

b. The reproduction of materials containing a copyright is strictly

prohibited without written consent from the copyright holder. This consent should be affixed to the DA Form 3903-R and filed appropriately.

c. Requests to reproduce any product other than those prepared by the VI activity should be accompanied by a release statement from the producing activity or proper authority. This prevents any misunderstanding concerning the right to reproduce the product.

d. The written consent authorizing the reproduction of products also should contain the restrictions, if any, on the reproduction of that product.

e. Generally, both music and programs recorded off the air are copyrighted. Possession of the source recording or score does not confer any right to reproduce, transfer, or otherwise use or perform the material recorded or scored thereon, either in whole or in part. A specific license for each must be obtained from the copyright owner. When in doubt, don't.

3-15. Classified recording, playback, and transmission

a. Classification of visual information products will be shown at the beginning and ending of each motion picture reel, video tape (reel or cassette) or optical disc (interactive video disc, linear video disc, compact disc, or similar item) by layout titles bearing the appropriate classification. These markings will be visible when played back on a display device. For the proper format, refer to chapter 6 of this pamphlet.

b. Classified audio or video magnetic tape will be identified aurally with an announcement of the security classification at the beginning and end of the recording.

c. Applicable classification markings should be shown clearly on the image of each transparency or slide and on its border, holder, or frame. Other applicable associated markings shall be shown on the border, holder, or frame. AR 380-5 requires slides to be marked with the classification in the image area of slides, or, if that is not possible, on the slide mount.

d. Applicable classification markings will be shown clearly on the image and back of each photograph per AR 380-5.

e. When using a television or audio system (for example, closed circuit television, carrier current, and video teleconferencing system) the equipment must be installed following the provisions of AR 530-4. Procedures for the transmissions of classified information are in AR 380-51.

f. Containers of video tapes, motion picture films, or video discs will be labeled with the security classification of the contents and its classification and declassification data.

g. Video and audio magnetic tapes and video discs containing classified material may not be degaussed and declassified. Classified tapes will either be reused at the same level of classification or destroyed when no longer needed.

h. Handling and disposition of classified slides, transparencies, or photographs will be per AR 380-5.

3-16. VI production obsolescence review

a. Each authorized VI activity will annually inventory its VI library holdings to identify underutilized titles.

(1) Those titles that have not been loaned within the past 12 months should be removed from the shelf for disposition.

(2) For disposition procedures, the designated personnel should contact the Joint Visual Information Service Distribution Activity (JVISDA), ATTN: ASQNV-OJVT, Tobyhanna, PA 18466-5102, in writing or by telephone.

b. JVISDA periodically publishes a bulletin listing those productions (products) considered obsolete. Those productions should be removed from the library holdings and disposed of following procedures established by JVISDA.

**Table 3-1
Instructions for Completing DA Form 3903-R**

Block number	Block title	Completed by	Instruction
1	Work order number	VI activity	Enter the appropriate work order number.
2	Security classification	VI activity	Enter the appropriate security classification.
3	To	Requester	Enter the name of the servicing VI activity, and office symbol if required by local policy.
4	From	Requester	Enter the name of the requesting unit or activity, and office symbol if required by local policy.
5	Account No.	Requester	The account number of the requester's organization, if applicable.
6	Requester	Requester	The name, grade, rank, and phone number of the requester or the unit or activity point of contact.
7	Date requested	Requester	Enter the date the request for service is made.
8	Alternate POC	Requester	Enter the name of an alternate point of contact in the requesting unit or activity and an appropriate telephone number.
9	Date required	Requester	Enter the date the product or service is required.
10	Description of work	Requester	Check the appropriate block. Add a brief description of the desired end product or service. It would be helpful to the VI activity if the purpose of the product or service and the intended audience were known. Attach sketches or diagrams, if desired.
11	Justification	Requester	Reason the work is needed and an impact statement if the work is not accomplished.
12	Validation signature	Requester	Signature of person authorized to confirm the need for the work or service requested.
13	Item/service	Activity	The final service or product produced or provided by the VI activity to the requester.
14	Size	Activity	Relevant to finished products delivered to a requester, such as 16mm motion picture film, 1/2" videotape, 8 by 10 transparency, audio cassette, and so forth.
15	Amount	Activity	Number of items listed in the "size" block.
16	Date completed	Activity	Date the products or services described were completed.
17	Customer notified	Activity	Date the customer was notified by the VI activity that the product was ready.
18a	Received by	Requester or alternate	Signature of the person accepting the finished product or service.
18b	Date	Receiver	Date the person accepting the finished product or service signed the "Received by" block.
19	Date received	Activity	The date the work request was received by the VI activity.
20	Date received	Activity	The date the work was assigned to the appropriate work area.
21	Job approval	Activity	Signature of person authorizing the activity to complete the work.
22	Special instructions	Activity	For VI activity use in giving any special instructions or information to the appropriate work area to assist in completing work requested.
23	Work area	Activity	The specific area assigned to accomplish the work requested, that is, photo lab, television facility, presentation support, and so forth. Multiple work areas may be required in order to complete a request.
24	Work to be performed	Activity	Specific work to be done, for example, video tape segments, motion picture segments, audio support to ceremony, and so forth.
25	Start	Activity	Date work began within that specific work area.
26	Complete	Activity	Date work was completed within that specific work area.
27	Work hours	Activity	Total work hours expended in completion of work within a specific work area. This includes administrative time within that area used to complete this project.
28	Supervisor	Activity	Signature of the supervisor of the work area signifying completion of assigned work. This should be signed for each work area involved.
29	Description	Activity	Supplies expended.
30	Total cost	Activity	Total cost of each category of supplies used.
31	Item description	Activity	All items provided by contract service. For example, audio editing support is done by contract after an activity completes original recording, or extra photographers are hired to augment in-house personnel.
32	Costs	Activity	The cost of the item listed in the previous block.
33	VI activity name	Activity manager	Name of the VI activity completing the requested work.
34	DVIAN	Activity manager	The DVIAN of the activity completing the work.

**Table 3-1
Instructions for Completing DA Form 3903-R—Continued**

Block number	Block title	Completed by	Instruction
35	Fiscal year	Activity manager	The fiscal year in which the work was completed.
36	Work order number	Activity manager	Use the work order number in block 1.
37	Functional area supported	Activity manager	This corresponds to the "functions supported" portion of the DD Form 2054/1 (Block 12). Enter one of the following: education and training; internal information; public information; recruiting; RDTE; intelligence, reconnaissance, criminal investigation and communications security (enter the applicable one); combat readiness; installation support; or medical and dental.
38—43a	Type of service, in-house	Activity manager	Enter the appropriate output by a Government operated activity.
38b—43b	Type of contract	Activity manager	Enter the appropriate output by a contractor-owned or contractor-operated activity. Also listed here will be output completed by contract. See description in Section V, Contract Services.
38c—43c	Type of service overhead	Activity manager	Enter the administrative and management costs associated with completing the product. This does not include the direct costs attributable to supplies expended or to salaries or work hours expended in performing of the work or service. Direct costs are reported in the "in house" block of this section. In the appropriate media blocks, list the total work hours expended, total product output, costs of services and products provided for the relevant category. Note: Contract costs do not require an entry for work hours.
44a	Requesting command	Activity manager	The MACOM or other appropriate designation of the requester requiring products or services.
44b	Account number	Activity manager	The account number of the requester organization, if applicable.
44c	Total work order cost	Activity manager	Total cost incurred for the completion of the products and services covered by this work order.
45a	Disposition of original VI material	Activity manager	This concerns the destroying of, retaining as record material, holding as temporary records, or transferring as permanent records to the appropriate holding area or records center as defined by AR 25-400-2.

Chapter 4 Annual Activity Report

4-1. Uses

DD Form 2054/1, RCS DD-PA(A)1438) and DD Form 2054/2, RCS DD-PA(A)1438), provide information about a VI activity's organization, expenditures, personnel, equipment, facilities, and funding. It is a source of information on VI budget, manpower, organization, planning, and program management actions within the Army and DOD. The latest editions of DD Form 2054/1 and DD Form 2054/2 are dated June 86. Previous editions of these forms and instructions are obsolete. See figure 4-1 for an example of a completed DD Form 2054/1 and figure 4-2 for an example of a completed DD Form 2054/2.

4-2. Submission

All Army VI activities must annually complete and submit DD Form 2054/1, sections I and II. Activities which make VI productions and perform VI library functions also must complete DD Form 2054/2. Forward submissions through VI channels to the U.S. Army Visual Information Center, (ASQNV-PPD), Room 5A470, The Pentagon, WASH, DC 20310-4800.

4-3. Satellite activities

Satellite VI activities do not file separate annual reports; instead each activity submits its report information to the host activity,

which includes it with its submission. See chapter 2 for more about satellite activities.

4-4. DAVIS Input

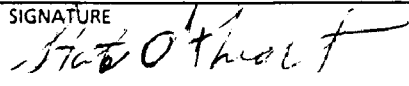
DD Form 2054/1 and DD Form 2054/2 provide information for the DAVIS facilities file. OASD(PA) Defense Audiovisual Policy (DAP) Office requires that every DD Form 2054/1 and DD Form 2054/2 be entered into the DAVIS system. Each MACOM is responsible for entering its own annual report information into the DAVIS.

4-5. Report deadlines

The VI Annual Activity Report must be completed and submitted to AVIMO not later than 45 days after the end of the fiscal year. This is required because AVIMO must make its consolidated submission to OSD DAP not later than 1 December of each calendar year. Timely submission through correct channels by VI activities is essential to meeting deadlines. The report is submitted annually at the same time every year. For increased efficiency, VI activities should collect data throughout the reporting period to ease the burden of preparing their reports. After DAP receives the Army report, it forwards a consolidated DOD report to OMB.

4-6. Army Inspector General

Submission of this report is an item of Department of the Army Inspector General (DAIG) interest.

VISUAL INFORMATION (VI) ANNUAL ACTIVITY REPORT <i>Item numbers below correspond with numbers in the data base. Some numbers do not appear on this form.</i>							REPORT CONTROL SYMBOL DD-PA(A) 1438	
SECTION I - AV ACTIVITY PROFILE							HEADQUARTERS USE ONLY	
1. DVIAN A0755		2a. DATE SUBMITTED (YYMMDD) 901030		b. REPORT FISCAL YEAR (YY) 90	3. DODAAD/UIC CODE WOVA02		IFILE	
4a. UNIT OR ACTIVITY NAME (Do not abbreviate) Visual Information Division U.S. Army Information Systems Command-Fort Diego					b. TYPE OF ACTIVITY A,B,G1,L4		RACNUM	
5a. UNIT OR ACTIVITY ADDRESS Commander, U.S. Army Garrison, ATTN: AS-VIM, Fort Diego, ST						b. ZIP CODE OR APO/FPO NO. 12345-5000		
6a. POINT OF CONTACT (Last name, First name, Middle Initial) O'Theart, State				b. POSITION TITLE Chief, VI Division				
c. COMMERCIAL TELEPHONE NUMBER (999) 444-3333			d. AUTOVON TELEPHONE NUMBER 114-3333		7. MAJOR COMMAND BUREAU OR OFFICE ISC			
SECTION II - RESOURCE DATA								
8. TYPE OF OPERATION AND FLOOR SPACE (X as applicable)						11. TYPE OF SUPPORT (X one)		
<input checked="" type="checkbox"/> a. GOVERNMENT OWNED			<input type="checkbox"/> b. COMMERCIAL LEASE			<input type="checkbox"/> a. DEDICATED SUPPORT		
<input type="checkbox"/> (1) CONTRACTOR OPERATED (GOCO)			<input type="checkbox"/> (1) CONTRACTOR OPERATED			<input checked="" type="checkbox"/> b. COMMON SUPPORT		
<input checked="" type="checkbox"/> (2) GOVERNMENT OPERATED (In-House)			<input type="checkbox"/> (2) GOVERNMENT OPERATED			<input type="checkbox"/> c. REGIONAL		
12. FUNCTIONS SUPPORTED AND PERCENTAGE OF EFFORT (MUST TOTAL 100%) *ESTIMATED DATA								
EDUCATION AND TRAINING a	INTERNAL INFORMATION b	PUBLIC INFORMATION c	RECRUITING d	RESEARCH, DEVELOPMENT, TEST AND EVALUATION e	INTELLIGENCE, RECONNAISSANCE, CRIMINAL INVESTIGATION AND COMMUNICATIONS SECURITY f	COMBAT READINESS g	INSTALLATION SUPPORT h	MEDICAL AND DENTAL i
37%	1%	3%	1%	4%	44%	0%	9%	1%
13. PERSONNEL AND PERSONNEL COST DATA								
	MILITARY				CIVILIAN			
	(1) OFFICER	(2) ENLISTED	(3) CIVIL SERVICE		(4) LOCAL NATIONAL (Direct)	(5) LOCAL NATIONAL (Indirect)		
a. AUTHORIZED	2	6	44					
b. ASSIGNED	0	5	52					
c. PERSONNEL COST	\$ 0	\$122,350	\$ 1,235,490		\$	\$		
14. OPERATIONAL COSTS								
a. REPORT FY	b. VI PRODUCTION & SERVICE	c. VI SUPPORT	d. AV MANAGEMENT	e. REIMBURSABLES	f. SEE SV INSTRUCTIONS			
\$	\$	\$	\$	\$	\$			
SECTION III - VI PRODUCTS AND SERVICES COMPLETED (ACCOMPLISHED OR PROCURED) IN THE REPORT FISCAL YEAR								
16. VI PRODUCT RECORDING AND GENERATION	MOTION PICTURE FILM		VIDEO TAPE		AUDIO TAPE / DISC		VIDEO DISC	
	IN-HOUSE (1)	CONTRACT (2)	IN-HOUSE (3)	CONTRACT (4)	IN-HOUSE (5)	CONTRACT (6)	IN-HOUSE (7)	CONTRACT (8)
	a. NO. OF WORK ORDERS		323		1			
	b. FEET / MINUTES		12,385		420			
	c. TOTAL COST	\$	\$	\$ 19,855	\$	\$ 20	\$	\$
d. WORK YEARS			5		0			
VI PRODUCT RECORDING AND GENERATION	STILL PHOTO		GRAPHIC ART		OTHER MEDIA		SERVICES	
	IN-HOUSE (9)	CONTRACT (10)	IN-HOUSE (11)	CONTRACT (12)	IN-HOUSE (13)	CONTRACT (14)	AV EQUIPMENT LOANS (15)	OTHER (16)
	a. NO. OF WORK ORDERS	7,258	7,903				2,950	2,991
	b. UNITS	902,385	91,835					
	c. TOTAL COST	\$ 205,108	\$ 576,008	\$	\$	\$	\$ 18,350	\$ 32,352
d. WORK YEARS	7	13				1	1	
17. OTHER SUPPORT	SEE SV INSTRUCTIONS		18. (FOR SERVICE USE) (B) VIDEO TELECONFERENCING: (1) No. of Conferences - 392; (2) Total No. of Hours - 389; (3) Total Cost - \$31,180; (4) Work Year - 2. (C) PRESENTATION SUPPORT: (1) No. of Work Orders/Requests - 1,236; (2) Total Cost - \$31,180; (3) Work Years - 2.					
	IN-HOUSE (1)	CONTRACT (2)						
	a. NO. OF REQUESTS	898						
	b. UNITS	898						
	c. TOTAL COST	\$ 15,570						
d. WORK YEARS	2							
19. APPROVING OFFICIAL								
a. NAME (Last, First, Middle Initial) O'Theart, State				b. TITLE Chief, Visual Information Division				
c. SIGNATURE 								

Instructions for completing DD Form 2054/1

- Block 1.** Enter assigned DVIAN. Example: A1710.
- Block 2a.** Enter year, month, and date report is submitted or signed. *Example:* 900930
- Block 2b.** Enter fiscal year of the report. *Example:*90
- Block 3.** Enter UIC. *Example:* WOGWAA
- Block 4a.** Enter official name of reporting unit or activity.
- Block 4b.** Enter type(s) of activities authorized to perform. *Example:* "ABHL" (This should conform to the authorizations listed on the DA Form 5697-R issued to each VI activity.)
- Block 5a.** Enter official address of the reporting unit or activity. Do not include zip code, activity name, or title of official in charge in this block. Include the ATTN line.
- Block 5b.** Enter the nine-digit zip code.
- Block 6a.** Enter name of person who is knowledgeable about the entries on this report or the VI activity's VI manager.
- Block 6b.** Enter the official title of the person listed in block 6a.
- Block 6c.** Enter the commercial telephone number. *Example:* 301-258-0044
- Block 6d.** Enter the DSN telephone number. *Example:* 224-4541
- Block 7.** Enter the official abbreviation or acronym for the major command to which the unit reports. *Example:* HSC. Those activities that are ISC-AMC, and so forth, will report to AMC.
- Block 8.** Check as appropriate: (If you are a combination of these, list on a separate sheet identifying what VI services apply to each operation type. *Example:* Graphics—Government-owned, contractor-operated; Television—Government-owned and operated.)
- Block 8a(1).** Government owned, contractor operated.
- Block 8a(2).** Government-owned, Government-operated.
- Block 8a(3).** Commercial-leased, contractor-operated.
- Block 8a(4).** Commercial-leased, Government-operated.
- Block 11a.** A dedicated VI activity is one whose VI support is integral to performing the primary mission of the organization to which it is assigned. This VI activity provides support to no other organization. DA Form 5697-R identifies a dedicated VI activity as "L5."
- Block 11b.** A common support VI activity is one which provides services to all installations, bases, facilities or site organizations or activities within a defined geographic area. Typically, they supply motion picture, still photography, television and audio recording for documentation purposes, their laboratory support, graphic arts, AV libraries and presentation services.

Block11c. Reserved for future use.

Block 12. *Special Instructions.* Enter the estimated percentage of VI (including AV) support to the categories for the report FY. The total of blocks 12a through 12i must equal 100 percent. This is an estimate and should not be a part of an accounting or time keeping procedure. Use whole numbers only. The categories are listed and explained as follows:

Block 12a. VI support for education and training, including VI support for school, extension, and unit training (Military Occupational Specialty (MOS), Skills Development Test (SDT), and so forth). Library support is listed in block 12h.

Block 12b. VI support for internal DOD communications. (Includes post newspaper and video spot news produced only for internal distribution, "family-gram" support for command communications, and awards ceremonies.) Briefing support is listed in block 12h.

Block 12c. VI support for information prepared for or released to the public, except for recruiting.

Block 12d. VI recruiting support including television spots, radio spots, and exhibits intended primarily for recruiting.

Block 12e. Direct VI support for RDTE.

Block 12f. Direct VI support for intelligence, reconnaissance, criminal investigation, and communication security.

Block 12g. VI support for combat and readiness operations including armament recording and combat documentation.

Block 12h. VI support for command briefings, identification and personnel record photographs, VI libraries, and television distribution systems not accounted for in other listed functions.

Block 12i. Direct support for medical and dental purposes. This does not include unit or individual medical training support.

Block 13. *Special Instructions.* The following special instructions are for blocks 13a, 13b, and 13c.

Applicability. Applies only to officer, enlisted, and Government civilian personnel billets or positions (including temporary employees and overhires) in a VI occupation code, rate, or in organizations which have VI activities as their authorized primary mission. Note: the term VI includes audiovisual (AV). Do not count the following:

*VI personnel who are not permanently authorized or assigned to the reporting activity. (They must be reported by the parent activity.);

*VI personnel who are executing official temporary duty (TDY) orders to perform non-VI functions on September 30 of the report FY. For example, those who are hospitalized or attending non-VI schools;

*Contractor employees. (Cost of contractor employees is reflected in block 14);

*Other non-VI personnel who may perform some VI functions.

Data Specifications. Enter data in whole numbers only: do not enter decimal points, commas, or words. Blocks that do not apply must be left blank.

Block 13a. Enter the total number *authorized* on September 30 of the report FY, in columns (1) through (5) as applicable.

Block 13b. Enter the total number *assigned* on September 30 of the report FY in columns (1) through (5) as applicable.

Block 13c. Enter cost of assigned VI personnel in columns (1) through (5) as applicable. Specific costing information is included in the annual instructions disseminated to the field.

Block 14. *Special Instructions.* The following special instructions are for blocks 14a, 14b, 14c, 14d, and 14e.

Applicability. Applies to VI (including AV), total obligations for operations, both direct and indirect, and includes contractor costs.

Data Specifications. Enter data in whole numbers only. Do not

enter decimal points, commas, or words. Blocks that do not apply must be left blank. All data is for the report FY.

Discussion. The objective of block 14 is to include all obligations for a VI activity, including personnel, utilities, maintenance, equipment, and so forth. Units which have reported AV obligations on the DD Form 2054/2 should include them again on this form. The difference between the information reported in blocks 14b and 14c is in the *purpose* of the products and services as opposed to their format. For example, documentation of a missile launch on a videotape should be included in 14c. A videotape produced to train missile launcher operators should be reported in 14b.

Block 14a. Total. Enter total of blocks 14b through 14f.

Block 14b. VI Production & Service (Production, Duplication, and Distribution). Enter operations and maintenance, Army (OMA) funds obligated to produce (or procure from other sources) multimedia, VI inclusive of AV productions (slide and slide-sound sets, filmstrips, motion pictures, television and audio recordings (tape and disc); provide production services, manage and operate VI product distribution, duplication, libraries, and related support functions. (Army management structure codes (AMSCO) ****90.10 and ****90.20)

Block 14c. VI Support. Enter OMA funds obligated to provide support other than audiovisual and visual information productions, including VI documentation (includes still photographic, motion picture, television, and audio recordings), graphic arts, VI records centers, presentation services, video teleconferencing, cable television, closed circuit television, repair and maintenance of equipment, and

records holding facilities and the supervision of these functions. (AMSCO ****90.30.

Block 14d. AV Management. Enter OMA funds obligated for VI management at command and component headquarters (for officers and managers above the production supervisor level).

Block 14e. Reimbursables. Enter OMA funds obligated for reimbursable expenditures incurred for a product, a production, or services rendered.

Block 14f. Enter other procurement, Army (OPA) funds obligated specifically for procurement of equipment which costs in excess of the designated threshold per line item. (FY90 threshold is \$15,000).

Blocks 16 & 17. *See MACOM VI Manager's Instructions.* Workload data should be available for each VI activity to use as an internal MACOM or FOA management tool and for HQDA data calls (including the U.S. Army Force Integration Support Agency (USA-FISA). Operational costs in block 14 are directly related to blocks 16 and 17.

19a. Enter the approving official's name. The approving official should be the commander, commanding officer, or officer in charge of the unit or activity identified in block 4a.

Block 19b. Enter the approving official's title. *Example:* Commanding Officer

Block 19c. Sign.

Figure 4-1. Example of a completed DD Form 2054/1

AUDIOVISUAL (AV) ANNUAL PRODUCTION AND LIBRARY REPORT							REPORT CONTROL SYMBOL DD-PA(A) 1438	
AV ACTIVITY PROFILE							HEADQUARTERS USE ONLY	
1. DVIAN A0755		2a. DATE SUBMITTED (YYMMDD) 901030		b. REPORT FISCAL YEAR (YY) 90		3. DODAAD/UIIC CODE W0VA02		RFILE
4a. UNIT OR ACTIVITY NAME Commander, U.S. Army Garrison Information Systems Command-Fort Diego						b. TYPE OF VI ACTIVITY A,B,G1,L4		RACNUM
5a. UNIT OR ACTIVITY ADDRESS Commander, U.S. Army Garrison ATTN: AS-VIM, Fort Diego, ST							b. ZIP CODE OR APO/FPO NO 12345-5000	
6a. POINT OF CONTACT (Last name, First name, Middle Initial) O'Theart, State				b. POSITION TITLE Chief, VI Division				
c. COMMERCIAL TELEPHONE NUMBER (999) 444-3333			d. AUTOVON TELEPHONE NUMBER 114-3333			7. MAJOR COMMAND BUREAU OR OFFICE ISC		
8. AUDIOVISUAL PRODUCTION AND LIBRARY FACILITIES				9. OFF - THE - SHELF PURCHASES				
TYPE		NUMBER OF FACILITIES (1) HQ USE ONLY	TOTAL SQUARE FEET OF SPACE OCCUPIED (2)		NUMBER OF	TITLES (1)	COPIES (2)	COST (3)
a. Government-owned and operated by reporting agency, unit or activity		6	43,675		a.			
b. Leased by the Government and operated by reporting agency, unit or activity					Motion Picture			
c. Contractor operated					b.			
d. TOTAL		6	43,675		Video tape/disc	15	45	7,955
MEDIA	NUMBER OF	PRODUCTION			DUPLICATION		AUDIOVISUAL LIBRARY	
		TITLES (1)	MINUTES (2)	COST (3)	MINUTES (4)	COST (5)	COPIES (6)	LOANS (7)
10. MOTION PICTURE	a. In-house						1,349	193
	b. Contract							
	c. Mixed			*				
				d. **				
11. VIDEO TAPE / DISC	a. In-house	29	500	30,831	57,012	15,013	3,036	2,798
	b. Contract							
	c. Mixed			*				
				d. **				
12. COST							TOTAL LIBRARY COST AS DEFINED IN INSTRUCTIONS	
* Indicate the amount of in-house cost ** Indicate the amount of contract cost								
13. REPORTING OFFICIAL'S SIGNATURE <i>State O'Heart</i>							\$ 32,352	

DD Form 2054/2, JUN 86

Previous editions are obsolete.

Figure 4-2. Example of a completed DD Form 2054/2

Instructions by block number for completing DD Form 2054/2

Blocks 1-7. Leave blank. MACOMs will place a “Z” in block number 4b, if the form is a consolidated rollup and will enter the official abbreviation or acronym for their reporting MACOM in block 7.

Block 8. Enter the number of activities for each listed category. *MACOMS:* Enter the total number of activities for each category on the consolidated rollup. A facility is a building, or space within a building, that houses an activity, equipment, or a capability to provide AV production or central library functions. Space used to produce an AV production with portable equipment (mobile van) shall be classified as an activity under this report. A space is part of an activity if it is used to perform one or more of the following functions: Production, duplication, distribution, and storage of related materials and equipment. Such functions may include scripting, photography, film processing, videotape transfer, sound recording and duplication, tape or film editing, maintaining a media records center or holding area, libraries, and supporting maintenance of equipment. A space should not be counted as part of an activity if it is only used for screening finished AV productions (for example, auditoriums, conference rooms, classrooms, and so forth). Spaces that qualify should be counted as one activity if they are part of the same DVIAN, related to one another, physically attached, or in close proximity.

Block 9. Report any purchase of finished commercial off-the-shelf AV productions for agency use. This includes the purchase of rights and preprint materials, as well as materials with modifications. AV productions purchased for use in training should also be included.

Block 9(1). The number of titles should reflect the number of different AV items purchased.

Block 9(2). The number of copies should reflect the total number of AV items purchased. The number of copies should always be equal to or greater than the number of titles. For example, if seven different titles were purchased, the number in the box labeled “videotape/disc titles” should be seven. If three copies of one title, four copies of another title, and one copy of each of five titles were purchased, the total in the space labeled “videotape/disc copies” should be 12. If an AV series is purchased wherein each unit can stand on its own, record each individual part of the series as a separate title. If for example, your agency purchased a videotape series entitled “First Aid,” each individual videotape in the series should be counted as a separate title. If a title has more than one part because of its length, all of the combined parts represent only one title. *Example:* If your agency purchased a three-reel film entitled “War and Peace” it should be counted as one title.

Blocks 10 and 11. Contracts for: (a) production, (b) duplication, or (c) distribution of off-the-shelf AV productions should be reported on this form. If a single contract includes services in more than one of these categories, the costs should be separated and listed in the appropriate categories. *Example:* A production contract could include the delivery of the final product, as well as extra release prints or copies. While such a contract is not recommended, should this be the case, the cost of the production is listed under the Production category, while the cost of the extra prints and the associated duplication minutes of time should be listed under Duplication. (The duplication minutes for one AV product is the screen time length of the AV product times the number of copies duplicated.) Contracts refer only to products and services provided by

commercial sources. If one DOD agency provides services to another DOD agency, the cost should be reported by the purchasing agency as an in-house cost. On the level of the individual agency, it may not appear as though this is an appropriate way to account for contract costs. However, when the data are compiled and reported on a Government-wide basis, these costs must appear in the in-house category.

Note: All three categories of DOD productions must be reported. AV productions should include, but not be limited to: public service announcements (PSAs) in any media format; AV productions made for research, training, public information, and transfer of technology; AV productions produced as a report accompanying an RDTE project; and AV productions produced from the documentation of events that is saved for future use by the agency (if approved as a production and assigned a PIN or PAN number).

Blocks 10a and 11a. A production should be reported as in-house if the products and services to produce it were supplied directly by the staff of the using agency. An AV production is produced in-house if it is made directly by agency staff. A production should also be reported as in-house if the products and services to produce the AV production were provided for the using agency by another DOD agency. *Example:* If the Defense Intelligence Agency (DIA) produced a title for the Defense Mapping Agency (DMA), the DMA would report the production, its associated costs, and released, edited minutes as an in-house production. On the level of the individual agency, it may not appear as though this is an appropriate way to account for such costs. However, when the data are compiled and reported on a Government-wide basis, these costs must appear in the in-house category.

Blocks 10b and 11b. A production should be reported as contract if a commercial source provides the products and services to produce the AV production for the agency through a contract or purchase order. All AV productions made in Government-owned, contractor-operated (GOCO) facilities should be reported as contract.

Blocks 10c and 11c. A production is reported as a mixed production if it meets two tests. First, part of the products and services used to produce the AV production are provided directly by the staff of the using agency (report that part as mixed or in-house costs); and second, part of the products and services used to produce the production are provided to the agency by a commercial source (report that part as mixed or contract costs or both.) An example of a mixed production would be an agency which made a videotape and wrote the script in-house, but contracted for the remainder of the production.

Blocks 10(1) and 11(1). Enter the number of titles produced. This number refers to the number of individual VI productions *completed* during the FY.

Blocks 10(2) and 11(2). Enter the number of minutes produced. This number refers to the number of released and edited minutes in the finished product, as opposed to the number of minutes of videotape, film, or audio tape recorded or exposed in the process of producing an AV production.

Blocks 10(3) and 11(3). Include in the production category only those costs associated with making AV productions. Report the cost of all *release copies* of the original production in the duplication category. *Example:* If five copies of a production were ordered and delivered as part of a production contract, the cost of those five copies should be listed separately in the duplication category. When an AV production spans more than one reporting period, report all costs associated with the production in the reporting period in which

it is *completed*. Report the production of PSAs, including the number of different PSAs (titles) total minutes, and associated costs, as you would any other AV production. Note: Final costs reported in blocks 10a(3), 10b(3), and 10c(3), and in blocks 11a(3), 11b(3), and 11c(3) should include the direct costs of producing the product or performing the services (project costs) as well as a share of the general operating expenses of the organization in which the AV activity takes place.

Blocks 10 and 11. Duplication. Duplication is defined as the making of copies from an earlier generation of AV materials. It includes all copies beyond the original or master copy. AV duplication should be reported as specified below.

Blocks 10a and 11a. Duplication should be reported as in-house if the products and services used to duplicate the AV production were supplied directly by the staff of the using agency. An AV production is in-house if the actual processing is done directly by agency staff in agency facilities. Duplication should also be reported as in-house if the products and services used to duplicate the AV production were provided for the using agency by another DOD agency. For example, if the Air Force duplicated an AV production for the Army, the Army would report the duplication, with its associated costs and minutes, as in-house duplication.

Blocks 10b and 11b. Duplication should be reported as contract if a commercial source provides the products and services to duplicate the AV production for the agency through a contract or purchase order. All AV productions duplicated in GOCO facilities should be reported in this category.

Blocks 10c and 11c. An AV production is duplicated either in-house or through a contract. There can be no mixed duplication or library service. Therefore, no data is required for blocks 10c(4) through 10c(7) and 11c(4) through 11c(7).

Blocks 10(4) and 10(5). Duplication minutes refers to the total number of minutes duplicated and not to the amount of time employed to duplicate the products. The duplication minutes for one AV product is the length of that AV product times the number of copies duplicated.

Blocks 11(4) and 11(5). In the cost column report the total whole dollar amount for all duplication materials. All "minutes duplicated" and associated costs incurred during this reporting period should be included, regardless of when the original production was made. If release copies of the original production were received as a part of a production contract, the portion of the contract attributable to the duplication of those release copies should be reported separately in the duplication section. Record the duplication of PSAs, including the total minutes and associated costs, as you would any other AV duplication. The duplicated minutes should be the length of the individual PSA times the number of copies duplicated.

Blocks 10(6) and 10(7). In-house. VI library activities should be reported as in-house if the library services are supplied directly by the staff of the using agency.

Blocks 11(6) and 11(7). Contract. VI library activities should be reported as contract if the library services are provided by a commercial source. Copies refers to the number of individual AV items which are available for loan either through a Government in-house VI library or through a commercial contractor retained by the agency. *Example:* In the case of 16mm films, the total number of prints would be reported in the space labeled Copies. Loans refers to the number of times AV items were loaned either within or outside the agency. AV productions which are viewed inside the library should be reported.

Block 12. Enter the total library costs for AV productions. The total library costs to be reported are those incurred by the agency in providing the loans of AV productions, whether they are in-house or on contract. All costs are to be reported in whole dollars.

Block 13. Enter the signature of the commander, commanding officer, or officer in charge of the unit or activity identified in block 4.

Figure 4-2. Example of a completed DD Form 2054/2

Chapter 5 Equipment and Systems

Section I Capabilities, identification, planning, procurement, and accountability

5-1. Capability levels

VI activities are authorized equipment and systems to produce products and provide services at their approved capability levels. Capability levels are approved on DA Form 5697-R per chapter 2 and table 2-1.

5-2. Identifying VI equipment

a. VI equipment and systems are durable items that are capable of continuing or repetitive use by VI personnel or activities. These items are used for recording, producing, reproducing, processing, broadcasting, editing, distributing, exhibiting, and storing visual information. T-ASA, as the item manager for VI equipment and systems, manages subject equipment through its life cycle.

b. A VI system is considered to exist if a number of components (items) will be interconnected and designed primarily to operate together. Under AR 25-1, paragraph 2-8a, the total acquisition cost of the complete configuration is the determining factor when applying expense versus investment funding criteria when acquiring a system. Systems intended to satisfy a specific requirement must not be acquired in a piecemeal fashion. The total system cost will include the aggregate cost of all new equipment items and software being acquired to meet a specific requirement. When they are specified in the contract, the installation costs will also be included in the total cost.

c. A VI upgrade is a change or modification to an existing system or process which results in the improved performance, increased capability, or an increase in users.

d. When items that would otherwise be identified as VI equipment are an integral part of a non-VI system or device (existing or under development), they will be managed as a part of that non-VI system or device, for example, an oscilloscope microscope with an embedded camera.

e. When items that would otherwise be identified as non-VI equipment are an integral part of a VI system or equipment (existing or under development), they shall be managed as a part of that VI system or device. Examples are a computer embedded in a video switcher, a copier embedded in an electronic blackboard, or a computer embedded in a computer graphics system dedicated to graphic production.

f. The following are not controlled as VI equipment: self-processing cameras (Polaroid, identification), nurse call systems, binoculars, copiers not dedicated to VI activities, fixed outdoor public address systems, language labs, bugle call systems, silk screen equipment, engraving equipment, outdoor signmakers, radio paging systems, and television receivers in hospital patient rooms and waiting areas.

5-3. Planning for equipment

Commands with authorized VI activities will establish and maintain a 5-year VI Requirements Plan for equipment to meet their current

and projected acquisition needs. This plan will establish an annual, realistic basis for programming both new and replacement equipment requirements. Examples of VI equipment to be included in this plan are expense and investment equipment (the investment threshold is established by Congress), equipment which has been type classified "standard" under AR 70-1, VI equipment used in RDTE, and VI equipment used for test, measurement, and diagnostics (TMDE). See table 5-1 for a sample of an installation plan. The plan will be forwarded annually to the MACOM or FOA VI manager who will in turn develop and forward a consolidated plan to AVIMO, with a copy furnished to Commander, USAISC (ASPL-PB), Ft Huachuca, AZ 85613-5000, by 1 June of each year.

a. As the DA VI functional proponent, DISC4 prepares a consolidated Army-wide VI requirement statement based on MACOM VI manager's 5-year Acquisition Plan.

b. When a VI activity is assigned new mission requirements, these new requirements can be used to justify planning for and acquiring new VI equipment, as long as the expanded capability has been approved by AVIMO.

c. Replacement equipment requirements will be planned and programmed based on determination of life expectancy of equipment currently installed or in use. This will provide a basis for establishing annual funding increments for replacing equipment. Table 5-2 is a guide to assist in determining equipment life expectancy.

d. A capability request (CAPR) will not be used to identify VI equipment or supplies. Acquisition of VI items (excluding expendables) with an end item cost over \$5,000 will be documented on DA Form 5695-R (Information Systems Project Document).

5-4. Expense VI equipment and systems procurement

a. VI equipment and systems with an acquisition cost below the investment threshold are called "expense" items and may be locally procured by an authorized VI activity. Under AR 710-2, VI equipment or systems cannot be locally procured without authorization from the commodity manager, T-ASA. Expense items costing \$5,000 or more must be procured by T-ASA. Local procurement authority may be granted to the MACOM VI manager upon approval of T-ASA. Expense items costing \$4,999 or less may be procured locally upon the approval of the MACOM VI manager. This may be delegated further. Repair parts for commercial off-the-shelf VI equipment, that are not type classified, costing \$1,000 or more, must be procured by T-ASA. Repair parts costing less than \$1,000 may be locally procured with the local VI manager's approval. Local procurement authority from T-ASA can be requested by sending an electrical message to CDR TASA SAAD SACRAMENTO CA // ASQBR-TV-LB//. The message should describe your requirement and state the cost and vendor. Only a MACOM or installation VI manager may request local approval authority from T-ASA.

b. VI equipment at the installation level is centrally managed and controlled by the authorized VI activity. The VI manager at the installation level is the only installation official authorized to approve or validate the procurement of VI equipment below the investment threshold; as a result, he or she will be responsible for maintaining the VI section of the installation property book. Before procurement, the VI manager will ensure:

(1) The equipment is for an authorized VI activity with the appropriate capability authorization (for example, photo equipment must have a type A capability authorization). Each MACOM, FOA, major subordinate command (MSC), or installation VI manager will maintain a copy of the DA Form 5697-R, which outlines the capabilities authorized for each VI activity under his or her purview. See chapter 2 for more detailed information.

(2) Equipment is not being obtained for a system with a total cost over the investment threshold. See AR 25-1, paragraph 2-8a for further explanation.

(3) Full and open competition will be exercised as explained in AR 25-1, paragraph 2-9.

(4) Acquisition is based on the MACOM and FOA 5-year VI Acquisition Plan as described in paragraph 5-3 above.

c. T-ASA publishes a Supply Information Letter (SIL) which

informs all authorized users or requisitioners of nontactical, off-the-shelf, commercially available VI equipment and supplies available through the military standard requisitioning and issue procedures (MILSTRIP) process. The SIL includes a microfiche listing of items by noun, part number and Federal supply code for manufacturer's (FSCM) code-to-name number.

5-5. Property control and accountability

a. To ensure maximum use of available VI products and equipment, VI managers will control the use of procured items by managing their portion of the installation property book. Nonexpendable property is accounted for per AR 710-2. Procedures in DA PAM 710-2-1 apply except:

(1) Nonexpendable VI equipment will be loaned using the hand receipt, DA Form 2062, for extended loan, or DD Form 1150 for loans of 30 days or less.

(2) To obtain relief from responsibility for lost or destroyed VI equipment and products, Reports of Survey covering accountable items may be initiated and processed per AR 735-5 and MACOM or FOA procedures.

b. Military intelligence property accountability is governed by a different set of regulations. Use AR 381-143(C) when accounting for VI equipment owned by military intelligence activities.

Section II Visual Information Systems Program (VISP)

5-6. VISP objectives

The VISP provides for the annual identification and setting of acquisition priorities for commercially available, nontactical VI investment (DA controlled) equipment used to produce, reproduce, record, distribute, or present VI products. VI investment equipment is centrally managed and funded. DA controlled VI equipment includes all investment VI items. The investment threshold is established by Congress.

5-7. Management

AVIMO is the DA functional proponent for the VISP. USAISC provides program execution. The Commander of T-ASA is the project manager.

5-8. VISP participation requirements

To participate in the VISP, the following requirements must be met:

a. The requesting activity must be authorized and assigned a DVIAN. See chapter 2.

b. An activity must be authorized a capability under chapter 2 which is consistent with the equipment item or system being requested (for example, type A for photographic equipment and type C for video production equipment).

c. The activity's MACOM or FOA must have submitted its current 5-year VI Requirements Plan to AVIMO.

d. A technical solution must be developed and the required project document (DA Form 5695-R) must be prepared along with an installation 5-year equipment and systems requirements plan (table 5-1), including cost estimates.

Section III Procedures for Submitting Project Documents

5-9. Installation or unit submission procedures

a. Commanders and their VI managers compile the initial input to the VISP. This includes:

(1) Identifying investment VI systems to be replaced according to guidance in table 5-2. VI Managers may use this guide to determine depreciation value. VI equipment depreciates at a constant annual rate based on the life expectancy contained in the table. When equipment has reached a depreciated value of zero, it will be carried at zero value until it is disposed of. Should an item of equipment be disposed of prior to being fully depreciated, the remaining value of the equipment will be reported under the depreciation cost of the period. A new item of equipment acquired during the report period

will not begin its depreciation cycle until it has been on hand for 6 months or more. For the purposes of this program, terms are defined as follows:

(a) *Fixed*—Describes equipment that is installed or equipment in studios, conference rooms, or laboratories that is not normally removed from that location.

(b) *Transportable*—Describes equipment that is designed for mobile use.

(c) *Portable*—Describes self-contained, hand-carried equipment.

(2) Identifying investment VI systems that will improve the quality of work, increase productivity, give more economic production methods, or save resources.

(3) Submitting copies of the 5-year VI Requirements Plan (table 5-5) for replacement or expansion of investment VI systems.

(4) Completing a DA Form 5695-R (instructions at table 5-3) in coordination with the materiel developer (USAISC/ T-ASA) for each VI requirement, and submitting it through the chain of command to the MACOM or FOA VI manager. A project document for each requirement must be submitted each year. Project documents will not be carried over from year to year. A project document submitted for a previous year may be resubmitted, but will be considered new for the purpose of that year's VISP validation. The potential for technical changes and mission and workload changes is high; therefore, the project documents should be revised to reflect these and other changes which may have occurred.

(5) Attaching a VISP matrix and economic analysis for each requirement to the applicable project document.

b. Examples of cover letters for VISP prioritizations and reprioritizations are at figures 5-1 and 5-2.

5-10. MACOM or FOA submission procedures

The MACOM or FOA VI manager ensures the accuracy and validity of the project documents and the 5-year acquisition plans of its subordinate commands. This entails:

a. Ensuring each project document follows the MACOM acquisition plan.

b. Ensuring each installation has an approved capability level which requires the VI equipment or system (for example, activity type A for graphics equipment; C or D for videodisc production).

c. Reviewing, consolidating, and validating VI project documents, matrixes and economic analyses, and establishing one MACOM or FOA acquisition project summary and priority list (sample is at table 5-4), taking into consideration:

(1) *Mission Area*. Mission area of each installation under AR 5-9.

(2) *Age and Operability*. Age and operability of existing equipment that will be replaced.

(3) *Importance*. The relative importance of replacement compared to expansion or acquiring new equipment.

(4) *Criticality*. (Is this necessary to complete your mission, or just "nice to have"? Equipment for a system expansion may be considered essential if needed to support new or increased requirements.)

(5) *Workload*. (Does the existing or projected workload justify the capabilities of the equipment being requested?)

d. Developing a MACOM or FOA abbreviated 5-Year VI Equipment and System Requirements Plan (table 5-5). The plan will begin with the year the VISP submission is to be funded and include 4 out years, (for example, if the VISP submission is for FY 92, the 5-year acquisition plan would cover FY 92-FY 96).

e. Submitting a MACOM or FOA acquisition priority list of investment VI equipment and systems, a 5-year acquisition plan, a breakout of equipment by replacement, system expansion, and new capability, and project documents (numbered in sequence) to HQDA (SAIS-PDD-V), WASH, DC 20310-0107. Submit an information copy with all enclosures to Commander, USAISC (ASPL-PB), Ft Huachuca, AZ 85613-5000, and to Commander, Television-Audio Support Activity (ASBR-TV-A), Sacramento, CA 95813-5019.

f. Submitting the FY+3 package for consideration in the VISP prior to 30 August of each fiscal year.

Section IV Program Management

5-11. Program management requirements

USAISC, as the program executor for the VISP, will:

a. Issue suspenses to MACOMs and FOAs on the initial and reprioritization submissions for the VISP in coordination with AVIMO.

b. Verify each requirement document for completeness, activity authorization and capability type, adherence to the 5-year acquisition plan, location of equipment, estimated cost, training required, spare parts, comprehensive description, what the item is to be used for, interoperability requirements, the mission or project the item will support, and workload data compared to capability of equipment requested. Current and projected workload data are needed to determine the essential performance requirements of the equipment or system. USAISC will notify MACOM and FOA VI managers before deleting any submission and will give them an opportunity to defend that requirement. Each document will be verified before the joint review described in paragraph 5-11c. A sample of text for blocks 19 through 24 of DA Form 5695-R is at figure 5-3.

c. Review matrixes and economic analyses for validity and recommend changes on matrix points to AVIMO.

d. Before the end of the first quarter of each fiscal year a review of the MACOM and FOA submissions will be held. This review will include, but not be limited to, compatibility with approved standards, completeness, technical and financial factors, and assurance that only essential equipment is programmed and cost estimates are accurate. MACOM and FOA VI managers will be provided with a schedule for the review and may participate. When a project document is found conditionally acceptable (for example, awaiting approval for capability authorization), the conditions must be met and confirmed with AVIMO before T-ASA can complete procurement actions and commit funds. Project documents without capability authorizations may be removed during reprioritization. Because missions, functions, workload, and personnel change from year to year, a resubmitted project document will not be automatically validated simply because it was before. VI activities are encouraged to update workload and other items that may have changed before resubmitting. Refer to paragraph 5-22 for exemptions to the VISP.

e. Consolidate requirement documents into a draft prioritized list of Army investment VI equipment and systems. Consolidate 5-year plans into one Army 5-year requirements plan. Consolidate the dollar figures for replacement, system expansion, and new equipment. Consolidate the complete package (in paper and electronic forms) for validation by AVIMO and approval by the DISC4 by January of FY +2. Software for this process will be fully compatible with the dBaseIII Plus format and file system.

5-12. Project manager

T-ASA, as the project manager for the VISP, will:

a. Technically and financially evaluate all VISP project documents taking into consideration items listed in paragraph 5-11b.

b. Develop an acquisition plan for each VISP prioritized list.

c. Ensure maximum use of available funds and maximum obligation within the first fiscal year funds become available.

d. As closely as possible, complete projects in order of the prioritized list.

e. Procure VI equipment for authorized VI activities.

f. Upgrade all funded projects for combat camera to an O2 priority when they are placed into the procurement process.

5-3. Approval of requirements

a. AVIMO validates the FY +3 prioritized acquisition list prior to DISC4 approval.

b. Investment VI equipment being procured with other types of investment funds (except RDTE, intelligence, and Army industrial

funds (AIF)) still require AVIMO approval and validation. Written requests for approval or validation are required using a DA Form 5695-R. See AR 25-1, paragraph 7-40, for RDTE and AIF reporting policy.

Section V

Reprioritization and Cancellation Procedures

5-14. Procedures for reprioritization of the VISP

a. During the fourth quarter of each fiscal year, MACOM or FOA VI managers may reprioritize their validated VI requirements for the upcoming fiscal year (FY +1) based on current mission requirements. VI managers may request reprioritization action for their requirements using the following options:

- (1) Leave FY +1 requirements as originally established.
- (2) Shift MACOM or FOA priorities within the FY +1 program.
- (3) Bring into the FY +1 program validated requirements from FY +2 or validated (but unfunded) requirements from previous FY programs. This must be done on the basis of a dollar-for-dollar substitution for each item on the FY +1 list.
- (4) Bring into the FY +1 program a new requirement with a letter of urgency stating the unprogrammed need. This must be done as a dollar-for-dollar substitution for each item on the FY +1 list.
- (5) Update any FY +1 requirements with no substantial price changes.

(6) Delete any FY +1 requirements no longer needed.

b. Any FY +1 reprioritization submission from each MACOM or FOA must include as a minimum:

(1) A reprioritization summary sheet listing all previously validated items to be procured in FY +1. Each item on the list must include the updated MACOM or FOA priority, that item's old DA priority number from the FY +2 or previous VISP list, the name of the MACOM or FOA, the DVIAN of the VI activity receiving the equipment, the name of the equipment or system as stated in the latest VISP, the quantity, the category (RE = replacement, SE = system expansion, NE=new), and the price of the item as stated in the latest VISP list.

(2) New project documents for any substituted item, or any updated items, including a VISP matrix and economic analysis.

(3) Instructions on the disposition of any FY +1 items not included in the reprioritization list, (for example, "delete," or "will be placed in another FY"). Note: the MACOM or FOA VI manager ensures that unfunded requirements are listed in the future FY +2 and FY +3 submissions.

(4) Any other pertinent supporting documentation.

c. Reprioritization submissions must be made by 15 August of FY +2 and the DA-approved list published by 1 November of FY +1 so that T-ASA can initiate design and engineering prior to the procurement year. Submissions will be made to the addressees listed in paragraph 5-10e.

d. USAISC will provide a draft reprioritized list to AVIMO by 1 October of FY +1. Once this list is approved by DISC4, T-ASA will use it for scheduling technical support services and preparing procurement documents. MACOM or FOA VI managers should provide information copies of the reprioritized list to all activities concerned.

e. Requests for dollar-for-dollar substitutions of HQDA validated and approved FY +3 and FY +2 VISP requirements do not require further DISC4 approval. Requests for FY +1 and current FY substitutions must be approved by OSIDC4.

5-15. Cancellation or changes to a VISP requirement

a. The following applies if a MACOM or FOA needs to cancel a VISP requirement:

(1) If the item is within the funding level, and is in the current fiscal year or FY +1, notify AVIMO and USAISC immediately by telephone and follow up in writing, sending an information copy to T-ASA (ASQB-RTV-A). (See para 5-10e) for addresses.)

(2) If the item is outside the funding level or in the FY +2 or FY +3 VISP, notify AVIMO and USAISC in writing.

b. AVIMO, in coordination with USAISC and T-ASA, will designate another recipient of equipment that cannot be withdrawn from the procurement cycle.

c. A VISP participant must have explicit AVIMO approval before changing equipment specifications on VISP projects, or adding or changing locations for that equipment.

d. After the reprioritized list is published, urgent requests for changes to the program will be considered on a case-by-case basis. MACOM or FOA VI managers will screen and minimize change requests. Requests for changes to the reprioritized list will be submitted to AVIMO with copy furnished to USAISC. Items may be substituted only on a dollar-for-dollar or less basis. If a substituted item is lower in cost than the original validated amount, the excess dollars will be placed against the next unfunded VISP requirement on the acquisition sequence for that same fiscal year. Items will not be taken out of the procurement cycle once they have been committed. Also see paragraph 5-15b above.

5-16. Procurement and installation coordination

T-ASA may directly coordinate with the VI point of contact on the VISP project document to facilitate prompt procurement and installation of DA-approved requirements. Any substantial change in the description, specifications, location, or price (over 15 percent of the original programmed cost or \$25,000, whichever is greater) must be approved by AVIMO.

5-17. Unfunded or unprogrammed equipment requirements

A VI activity may suddenly have a need for VI investment equipment that was not programmed in the VISP. This activity may make a written request through the MACOM or FOA VI manager to AVIMO to substitute an item (dollar-for-dollar or less) in the VISP. Complete justification must be given for the request. A project document, matrix and economic analysis must be included. Also state what will happen to the item being replaced.

5-18. New equipment training

Training on newly acquired VISP equipment is available from T-ASA to equipment users for the first year after receipt of equipment. Direct coordination between the customer and T-ASA is authorized in those instances where training is required. The customer is usually responsible for training costs.

5-19. Operational supplies and spares for non-CONUS activities

Initial requirements for equipment-related supplies and spares for all VI activities may be directed to T-ASA on a fund-transferable basis. T-ASA will provide the required logistical support until local logistical support can be obtained.

5-20. Cost overrun of a VISP project

AVIMO must approve any cost overrun of VISP projects when the cost estimate arrived at by T-ASA is more than 15 percent of the original programmed cost or \$25,000, whichever is greater.

5-21. Procedures for a funding cut

When AVIMO must unfund VISP items because of an HQDA or DOD-mandated decrement, the decision will be based on the following criteria:

- a. Projects still being designed or engineered.
- b. Projects most recently sent to procurement.
- c. Projects supporting combat camera, command and control, JVIS, and direct support to combat soldiers or missions.

5-22. Exemptions to the VISP

a. VI equipment or systems exempted from the VISP will not be procured using OPA-2 funds. Exempted items will still be handled as VI equipment and systems and will be subject to all other procedures in this pamphlet.

b. The following exemptions to the VISP are authorized:

- (1) VI equipment used exclusively for RDTE (including user

testing). VI managers must ensure that only authorized VI activities (with established DVIAN) purchase VI equipment with RDTE funds. See chapter 2 on how to identify an authorized VI activity.

(2) Medical specific VI items such as medical life support and patient monitoring systems, including nurse call or paging systems, radiological graphic processors, medical information display systems, and so forth.

(3) Installation public address systems (including bugle-call systems) which are handled as real property. See paragraph 5-29 for further clarification.

(4) Television observation or surveillance and remote viewing systems.

(5) Cable distribution systems external to the actual front-end production and playback equipment.

(6) Intercom systems external to front-end equipment for transmission feed, except those designated specifically to control studio productions.

(7) Programming, design, procurement, and installation of VI systems under the major construction, Army (MCA) program development (AR 415-15) is accomplished by the Corps of Engineers. The exemptions listed should not be construed as modifying the responsibility of the facilities engineer as prescribed in AR 420-43. These systems (installed during initial construction) include: non-CATV entertainment television systems; nurse call, doctor paging, and patient monitoring systems and other medical specific installed VI equipment; intercom systems; sound systems and public address systems; television observation or surveillance and remote viewing systems; and video teleconferencing systems.

(8) VI equipment developed under provisions of AR 71-9 and type-classified "standard" equipment (AR 70-1).

(9) VI equipment that is a component of a video teleconferencing system.

(10) VI activities which are supported by AIF will procure VI equipment with those funds to support their operation. VI managers must ensure that only DA authorized VI activities (with established DVIAN) purchase VI equipment with AIF.

(11) VI activities which are supported by intelligence funds will procure VI equipment with those funds to support their operation. VI managers must ensure that only DA authorized VI activities (with established DVIAN) purchase VI equipment with intelligence funds.

(12) VI activities which are supported by civil works funds will procure VI equipment with those funds to support their operation. VI managers must ensure that only authorized VI activities with an established DVIAN purchase VI equipment with these funds.

(13) Manual or electronic typesetters used for printing and publishing.

c. VI activities supported by RDTE, intelligence, and AIF funds which purchase VI investment equipment under an exemption to the VISP will report to AVIMO in writing at time of procurement with the name of each piece of equipment or system, location with DVIAN, and purchase cost.

d. General purpose computers, personal computers, mini computers, and similar items that use graphics software to originate graphics presentation products, but which are mostly used for other functions (word processing, spread sheets, and so forth) will not be included in the VISP, but will be acquired as automation systems.

e. Phototypesetters are normally procured through printing and publications channels. All VI requirements for graphic presentation materials will be satisfied by systems designed for computer-generated graphics.

Section VI Miscellaneous

5-23. TDA documentation

a. Upon being notified that VI investment equipment is being procured by T-ASA, the receiving unit must add it to the appropriate authorization document (TDA, MTOE) (ARs 71-13 and 310-49). Justification must include a reference to the DVIAN of the

acquiring VI activity, the VISP priority number and fiscal year (if applicable), type of funds used, and date procured.

b. The process for placing VI equipment on a TDA is the same as for any other type of equipment and is described in AR 71-13. (Reminder: VI equipment must be listed on the VI section or paragraph of the TDA. Exceptions to this may be individually granted by AVIMO. For example, the chaplain has an exemption for the AudioPack sound system on his TDA).

5-24. Redistribution of excess and disposition of obsolete VI equipment

a. *Annual review procedures.* Under AR 25-1, MACOM and FOA VI managers will establish annual review procedures to ensure that VI equipment and repair part allowances and inventories are valid and that obsolete or under-utilized equipment and repair parts are redistributed to authorized VI activities which need them, or that they are submitted for disposal.

b. *Redistribution within the VI activity.*

(1) The local VI manager of the activity identifies excess VI equipment and establishes its serviceability.

(2) If the equipment is 15 years or older, in poor condition, or not repairable, it should be disposed of under AR 710-2.

(3) Type classified VI equipment is controlled under the wholesale supply system, prescribed in AR 710-2 and AR 725-50.

c. *Redistribution within MACOM.*

(1) The local VI manager of an activity coordinates with the MACOM Information Management organization or VI manager to determine if serviceable excess equipment is needed by other VI activities within the MACOM. The MACOM queries its VI activities.

(2) If another VI activity within the MACOM needs and is authorized the capability for the excess equipment, it may be laterally transferred. Packing and moving expenses are the responsibility of the receiving VI activity.

(3) If the receiving VI activity has submitted a request for the type of equipment being processed (that is, in the Army's VISP, that request must be cancelled.

d. *Redistribution within the Army.* If the excess equipment is not used within the MACOM or FOA, an Army-wide query should be made. This query will be handled by the MACOM or FOA Deputy Chief of Staff for Information Management (DCSIM) or VI Manager. See paragraph 5-24f. If VI investment equipment is transferred, AVIMO must be notified in writing when the transfer takes place.

e. *Rules.* The following rules apply for equipment transfers:

(1) The receiving VI activity must have a DVIAN and be authorized the capability for the equipment.

(2) The receiving VI activity will pay all associated packing and shipping costs.

(3) Both the receiving and losing activities are responsible for transfer of property book records.

(4) Both activities are responsible for changes to authorization documents (TDAs and similar documents) if applicable.

f. *Methods of communication to query possible users.*

(1) Within MACOM or FOA, queries may be sent by internal electronic mail. Queries may also be sent via the DAVIS using a special file that creates a list of addresses with one file name to use when sending a message. This is similar to using the AIG for telecommunications messages. The DSN is also an acceptable method of advertising available equipment for redistribution. Figure 5-4 is a general format guide for listing excess equipment.

(2) Within the Army at large, electronic message and DAVIS mail are the best ways to broadcast this information.

g. *JVIS Design and Engineering Activity.* T-ASA reviews reports of excess equipment and directs the redistribution to other VI activities and Services. T-ASA can directly query MACOMs and FOAs. Paragraph 5-24e also applies. For further information on equipment availability, contact T-ASA.

(1) Equipment must be offered to the associated Service component before it is offered to the Army. For example, Air Force VI equipment will be offered to other Air Force VI activities first, then to the Army or another Service.

(2) Guidelines mentioned in previous paragraphs also apply.
h. Disposition of excess or obsolete VI equipment.

(1) Type classified equipment will be reported to the inventory control manager per AR 70-1.

(2) Serviceable commercial (not type classified) VI investment equipment can be reported to T-ASA.

5-25. Basic ordering agreements and requirements contracts

T-ASA will establish basic ordering agreements and requirements contracts for standard VI equipment when this is cost effective.

5-26. Recovery of waste products

VI managers, in coordination with property disposal officers, will comply with AR 755-2 and Defense Disposal Manual 4160.21-M to recover silver and other valuable waste.

5-27. Maintenance and repair of VI equipment

a. T-ASA provides repair service on portable VI equipment. DA Form 2404 (Equipment Inspection and Maintenance Worksheet) and DA Form 2407 (Maintenance Request) are required. For further information, contact T-ASA.

b. The VI activity maintains and repairs installed or fixed VI equipment after any warranties have expired.

5-28. Computergraphics interoperability

a. To bring about the interoperability of computergraphics systems within the Army, all computergraphics systems designed and

procured will conform to military standard MIL-D-28003 Ded 88 Vector Graphics (CG Metafiles).

b. This standard establishes the requirements to be met when two-dimensional picture description or illustration data that is predominantly vector is delivered in the digital format of the computergraphics metafile (CGM) as specified by its Federal Information Processing Standard, FIPS Pub 128.

c. Nonstandard systems can only be procured as an exception with prior approval of AVIMO.

5-29. Public address systems

a. Public address systems affixed as a permanent part of a structure are handled as real property. They are usually designed into a building or installation and purchased with base operations funds. These systems are a permanent part of the installation and would remain in place even though an activity may relocate. They are not VI equipment. The Director of Information Management (DOIM) has responsibility for maintaining these systems.

b. In accordance with AR 415-35, if the existing sound system is listed on the real property record as a piece of installed equipment, and the sound system has failed or is failing, OMA dollars can be used to purchase the new system.

5-30. Abuse of user-operated equipment.

Users borrowing VI equipment from a VI activity are accountable for abuse of that equipment beyond normal wear and tear, and will reimburse the VI activity for cost of repair.

Table 5-1
Sample of an installation visual information (VI) requirements plan

Visual Information Requirements Plan Fort Diego				
Type Activ- ity	System	Baseline FY90	Target FY90-FY91	Objective FY91-FY93
A	B&W Photography	Handprocessing/printing	New equip. & trng, film processor, print processor, roll easel and related supplies	Total automation
A	Color photography	Fully automated process	Still video-new Replace: EP-2 processor, C-41 processor color enlarger	Electronic capability, maintain color automation capability

Notes:

¹Sample of summary text for this plan is as follows: The black and white photography is expected to increase 500% within the next 2 years due to the arrival of the 998th Infantry Brigade. This increase will largely be documentation of troop exercises. Color photography will still be needed to support the other activities on the installation and will also be used for troop exercises. The Army is considering standardizing the use of still video. We will be on the communications network for input to Army Public Affairs news releases on troop exercises. Still video will be the medium for sending photographs.

Table 5-2
A guide to life expectancy of VI equipment

Type of Equipment	Installation	Life Expectancy Years
Photographic Systems		
Cameras:		
All still and motion picture cameras except self-processing cameras.	Transportable	6
	Portable	5
Self-processing cameras	Transportable	5
	Portable	
Laboratory Equipment:		
Optical printers, processors, washers, dryers, and all other photo finishing equipment	Fixed	7
	Transportable	5
	Portable	5
Ancillary motion picture equipment:		
Film editing, splicing, sound readers, synchronizers, and similar equipment.	Fixed	10
Presentation Equipment		

Table 5-2
A guide to life expectancy of VI equipment—Continued

Type of Equipment	Installation	Life Expectancy Years
All types of projectors, screens, and accessory equipment	Fixed	10
	Transportable	6
	Portable	6
Audio Systems		
Audio amplification equipment: audio tape recorders and players, disc players, public address systems, and accessory equipment	Fixed	7
	Transportable	5
	Portable	5
Audio microphone, mixing and control equipment, distribution equipment, speakers, and recorders.	Fixed	7
	Transportable	5
	Portable	5
Video Systems		
Video camera systems, synchronization generation, switching and effects equipment, distribution systems, monitoring and control equipment, recording systems, and television systems.	Fixed	6
	Transportable	5
	Portable	5
Video editing systems, character generators.	Fixed	5
	Transportable	5
	Portable	5
Studio equipment: lighting, dollies, pedestals, tripods, booms, prompting equipment, and associated gear.	Fixed	10
	Transportable	5
Still video, still store frame systems.	Fixed	5
	Transportable	5
Ancillary technical plant equipment	Fixed	10
Film chains	Fixed	6
Closed circuit television systems.	Fixed	10
Video Teleconferencing Systems		
All systems	Fixed/portable/modular	10
Graphic Arts Equipment		
Computer graphics equipment	Fixed	5
Composing machines, typesetters, title making machines.	Fixed	5
Vapor process printers, art projector viewers, fluorescent tracing boxes, drafting tables, dry mount presses, and similar equipment.	Fixed	15

Table 5-3
Instructions for completing DA Form 5695-R

Block number	Block title	Instruction
1	FY	The fiscal year during which the equipment will be purchased
2	IMMP No.	Leave blank.
3	IMMP title	Leave blank.
4	Project No	The number assigned by the materiel developer (T-ASA) when design and engineering begin on the requirement.
5	TDA/UIC No	Enter your Unit Identification Code.
6	MACOM/FOA	The abbreviated name for the major Army command or Field Operating Agency.
7	Check one	Check the appropriate block to indicate if the requested equipment is new, replaces an item already on hand, or expands capability of an existing item.
8	Unit name and address	The complete name and address of the VI activity requesting or receiving the equipment. Also add the Department of Defense Activity Address Code (DODAAC) in this block.
9	ID No.	Enter the DVIAN assigned by USAISC when AVIMO or your MACOM authorized your VI activity.
10	Type	Each authorized VI activity has been issued a DA Form 5697-R by AVIMO. This record describes the capabilities the VI activity is authorized for. Enter the type of capability you are authorized in connection with the requested shipment.
11	IMP No.	Leave blank.

Table 5-3
Instructions for completing DA Form 5695-R—Continued

Block number	Block title	Instruction
12	Date required	The approximate date the VI activity would like the equipment. Usually this is the same date as the acquisition year, but if the delivery or installation needs to coincide with construction, this needs to be stated.
13	Priority	This acquisition sequence number will be assigned by AVIMO. Leave blank. This acquisition sequence number will be assigned by the MACOM/FOA. This is the priority the MACOM/FOA VI manager would like the equipment procured.
a. HQDA b. MACOM		
14	POC name and address	The full name, title, and address of the person who can answer questions concerning the project document or provide additional information.
15	Telephone number	Include both commercial and DSN numbers for the person listed in 14.
16	Location to be housed	The building name and number and street address where the equipment is to be used. If the city and state differ from that entered in block 10, include that also.
17	Title of equipment system	A short title of the equipment or system being requested. For example, "Processor, B&W Print," "Copy Camera," "computer graphics system," "Video Editing System," and so forth. This is the description which will be entered into the VISP acquisition sequence listing.
18	Amount of funds	Identify the dollars required to procure and install the requested equipment in the appropriate block. This includes the associated dollars (OMA, MCA) being provided outside the VISP OPA dollars. In <i>Other</i> , list dollars needed for training and spare parts and specify which one you need.
19	Description of equipment/system required	Using generic terminology, describe the equipment or system required. List each component separately and its function and individual cost. Give two appropriate makes and models. Be sure to include size where appropriate, for example 1/2-inch video, 24-inch wide print processor, and so forth. (A brand name or salient characteristics peculiar to a brand name item must be fully justified in Block 20.)
20	Function to be performed	What is the equipment supposed to do for your VI activity? Specify output as applicable in terms of material type, size, volume, rate, and so forth. If the item is for expansion, be sure to include in Block 21 the name and model number of the equipment being expanded.
21	Interoperability required	Must this equipment or system be compatible with something you have now or plan to have? If so, what is that equipment or system and what are the technical specifications necessary to make it compatible (size, signals, connections, electricity, and so forth.) This block must be completed for any equipment that expands an on-hand operating system. Are there any operational, functional, or technical requirements which would necessitate selecting one piece of equipment over another?
22	Mission/project supported	Describe the specific mission or project(s) this equipment or system will support. Give a detailed justification, including information on customers served, frequency of usage, and how this mission item will help your command and VI activity perform its mission.
23	Projected utilization factors	Give details on past, current, and projected workload data. This data should not conflict with information in the latest DD Form 2054/1 and DD Form 2054/2. Giving current and projected workload is extremely important. Workload is needed to determine the essential performance characteristics of the equipment or system to satisfy your requirement.
24	Impact if not received	What happens if you do not get this equipment or system? This impact statement should address specific details as to the effect on the mission of your command and VI activity, the amount of extra work hours or funds expended for lack of this item, and so forth.
25	Items to be replaced/disposed of	This block must be completed if the request is for replacement (RE) equipment. List the equipment that will be replaced. Serial number and authority may be left blank. Provide the unit name and a complete shipping address in this block, even if it appears elsewhere on this form. (Most installations have a property receiving area that is not at the same location as the VI activity.)

Table 5-4
Sample of MACOM VISP project summary and priority list

U.S. Army Information Management Command VISP Project Summary for FY____								
Prior-ity	Activity/installation	DVIAN	Generic description	QTY	CAT	Funding required	Previous DAPRI	Matrix points
1	PSD—Pentagon	A3701	Processor, BW print	1	RE	15.5K		82
2	Ft Bliss	A0506	Video switcher	1	RE	30.0K		80
3	AVSCOM	A0340	Processor, multi-use	1	SE	20.0K	89-101	80
4	Heidelberg	A0904	Computergraphics Sys	1	NE	80.0K	89-202	79
5	Root Hall	A0104	Processor, EP-2	1	RE	10.0K	90-215	76
6	Buchanan	A0703	Character generator	1	NE	10.0K		65
7	Tripler	A1711	Camera, video, studio	2	RE	50.0K		65

Table 5-4
Sample of MACOM VISP project summary and priority list—Continued

U.S. Army Information Management Command VISP Project Summary for FY____								
Prior- ity	Activity/ installation	DVIAN	Generic description	QTY	CAT	Funding required	Previous DAPRI	Matrix points
8	Huachuca	A2301	Camera, graphic arts	1	RE	55.0K		40

Table 5-5
Sample of MACOM 5-year requirements plan

Headquarters, Major Command 5-Year Equipment and System Requirements Plan				
1. Funding Required (millions).				
FY 94	FY 95	FY 96	FY 97	FY 98
\$ 4.0	5.0	5.2	5.2	5.2

Notes:

Summarize all major MACOM/FOA-wide initiatives, including baseline, target, and objective. Examples:

- a. "Replace current color photography systems using automated processing with electronic still video capability."
- b. "Develop MACOM-wide computer graphics network that will allow interface between the MACOM and installation VI activity computer graphics systems".

ABCDE-F (25-1-7c)

15 July 1991

MEMORANDUM FOR HQDA (SAIS-PDD-V), Washington, DC 20310-0107

SUBJECT: FY94 Submission for the Visual Information Systems Program (VISP) and FY93 VISP Reprioritization

1. Reference memorandum, SAIS-PDD-V, 15 April 91, subject as above.
2. This Command's FY94 VISP submission is forwarded in accordance with reference and previous guidance. Break out by category is:

CATEGORY	NO. OF REQMTS	TOTAL \$K
a. Replacement	32	1,760.50
b. System Expansion	13	643.00
c. New	2	105.00
TOTAL	47	2,508.50

3. The command's abbreviated 5-year VI Requirements Plan is at enclosure 1. This plan represents projected total OPA funding requirements by fiscal year and will be updated in future annual VISP submissions.
4. Enclosure 2 is a prioritized summary listing of each requirement. [See Figure 5-5 for this listing format.]
5. Enclosure 3 includes completed project documents for each item summarized in Enclosure 2 in order of command priority. Each requirement is based on a DA-approved initiative.
6. This command intends to send representation to the meeting for validation of these requirements. The command point of contact for this submission is Mr. Robert Kuenning at DSN 555-1212.

FOR THE COMMANDER:

3 Encls
as

JESSE J. GRAY
Colonel, SC
Chief, Information Division

CF: (w/encls)
Cdr, U.S. Army Information Systems Command, ATTN: ASPL-PB, Ft. Huachuca, AZ
85613-5000
Cdr, Television-Audio Support Activity, ATTN: ASQB-RTV-P, Sacramento, CA
95813-5019

Figure 5-1. Example of a completed VISP submission memorandum, ready for signature

(Letterhead)

ABCDE-F (25-1-7c)

10 July 1991

MEMORANDUM FOR HQDA (SAIS-PDD-V), Washington, DC 20310-0107

Subject: FY94 Submission for the Visual Information Systems Program (VISP)
and FY93 VISP Reprioritization

1. Reference memorandum, SAIS-PDD-V, 15 April 91, subject as above.
2. This command requests reprioritization of the FY93 VISP in accordance with the reference and previous guidance.
3. The command OPA funding requirements for investment VI equipment and systems submitted for the FY93 VISP is broken out by category as follows:

CATEGORY	NO. OF REQMTS	TOTAL \$
a. Replacement	3	245,000
b. System Expansion	0	0
c. New	0	0
TOTAL	3	245,000

4. Enclosure 1 is a reprioritized summary listing of each equipment and system requirement within the funding level of the FY93 VISP. [NOTE: see fig 5-5 for a sample format. Include any previously assigned "old DA priority" numbers, if applicable. Also show which MACOM or FOA priorities from the original submission are being dropped and if they will be submitted elsewhere in the VISP cycle.]
5. Enclosure 2 includes new project documents and revised ones from previous submissions or outyears which are being brought into the reprioritized FY93 VISP on a dollar-for-dollar substitution.
6. Justification: [NOTE: Explain in detail reasons for reprioritization.]
7. The command point of contact is Mr. Robert Kuenning, DSN 555-1212.

FOR THE COMMANDER:

2 Encls
as

JESSE J. GRAY
Colonel, DC
Chief of Information

CF: (w/encls)

Cdr, U.S. Army Information Systems Command, ATTN: ASPL-PB, Ft. Huachuca, AZ
85613-5000

Cdr, Television-Audio Support Activity, ATTN: ASQB-RTV-P, Sacramento, CA
95813-5019

Figure 5-2. Example of a completed VISP reprioritization request memorandum, ready for signature

SAMPLE TEXT FOR INFORMATION SYSTEMS PROJECT DOCUMENT
(DA Form 5695-R)

19. DESCRIPTION OF EQUIPMENT/SYSTEM:

A computer generated graphic production system which produces 35mm slides, viewgraphs, black and white proof copies and reproduction quality paper copy. This system should consist of:

Two design stations w/text/drawing capability (list prices)
Film recorder with 35mm and viewgraph capability
Letter quality printer
Proof quality printer
Image grabber/scanner
All related software

(Provide total)

Suggested makes/models: Computertek Corp. - Mdl 5200
Tekgraphiks Co. - Mdl PT-107

20. FUNCTION TO BE PERFORMED:

This system should have the capability of capturing hard copy graphics, creating (drawing) and/or manipulating images interactively, and outputting finished visuals in 35mm slides, full color viewgraphs, 8 x 10 inch black and white hardcopy with textures (publication quality), and paper proof copies. This system should be able to produce a 35mm slide from creation in less than 30 minutes and a viewgraph in less than one hour (not including film processing). Other characteristics: must be capable of generating automatic boxes, circles, and grids; of adding more create stations; and of providing a choice of at least 10 different condensed and expanded typefaces, text justification capability, at least 230 colors. Capability of outputting graphics to video including both RGB and NTSC. Film resolution of at least 4,000 lines.

21. INTEROPERABILITY REQUIRED:

This system must be compatible with the artwork files from MicroPer Computergraphics Systems so that Ft. Diego can interface with a similar system at MACOM HQ. It requires the Postscript language.

22. MISSION/PROJECT SUPPORTED:

Ft. Diego TSC provides graphics support to all active and reserve components, ROTC, and other authorized activities located on the installation and within a two-state area -- over 20,000 customers. Services include development, production, and delivery of graphic products in support of the Army training mission. The activities require briefing and training materials that must be produced quickly, are clearly understandable, and can be used in various size group presentations. Many of the visuals are technical in nature and rendering them correctly and consistently is important. These materials are subject to instant changes and revisions. Visuals are viewed by high level Army and DOD officials in the areas of intelligence collection, missile research, and budget submissions.

23. PROJECTED UTILIZATION FACTORS:

The FY 90 workload was 1,838 graphic work orders for 9,175 viewgraphs, 1,110 technical drawings for instructional materials (also made into 35mm), 13,460 color 35mm slides for briefings and courses. The total labor cost, including 140 hours overtime, was \$398,300. FY 91 workload is exceeding FY 90 workload as of 3rd quarter. All work is done in a paste-up and piecemeal fashion. Completed masters, once laid out by the illustrator, are then made into projectable positives on an Itek copy camera. In some cases, color is very important to the teaching process. Illustrators add color using transparent dyes, cel vinyl paints and colored tapes. Equipment currently being used: two Kroy machines, one Compugraphic headliner, a 15 year-old copy camera, and diazo. Fortunately, the Photo Lab has an E-6 processor that is only 2 years old. Twenty percent of the FY 87 workload was a duplicate (with some minor changes) of material already created at the HQ level. A computer generated graphics system will cut production time one-third, eliminate most overtime, save dollars and increase consistency in quality to our customers. Interfacing with the HQ will allow the use, change, or update of already created graphics and an exchange of already prepared artwork between the two graphic shops.

24. IMPACT IF NOT RECEIVED:

If Ft. Diego does not receive this equipment, the Graphics Branch will continue to be handicapped through the use of outdated methods and equipment. Overtime will increase with the expected yearly increase in workload. Production costs (materials and labor) will continue to escalate. Short suspense and unprogrammed requirements will continue to cripple operations and cause further undue delays on routine work that is received on a daily basis. Work will not be completed on time causing classes to be rescheduled or postponed. Military training will suffer when poor quality visuals must be prepared by instructors in the self help area. The skills and time of GS-9 and 11 illustrators will continue to be misused on outdated paste-up methods and extra step and processes to arrive at a finished visual.

Figure 5-3. Example of text entries on DA Form 5695-R

TO:
FROM:
SUBJECT: ARMY VI EXCESS EQUIPMENT AVAILABILITY

THE FOLLOWING EXCESS EQUIPMENT IS AVAILABLE TO AN AUTHORIZED VI ACTIVITY:

SHORT DESCRIPTION/MODEL NO.	AGE/CONDITION	DVIAN/LOCATION
E-6 PROCESSOR, HOPE 116-12	5YR/4	A03XX/N. CAROLINA

IF YOU ARE INTERESTED IN THIS EQUIPMENT AND YOU ARE AUTHORIZED THE CAPABILITY TO HAVE IT. CONTACT THIS OFFICE THROUGH DAVIS E-MAIL. ADDRESS:_____.

Figure 5-4. Example of a DAVIS entry announcing availability of equipment for redistribution

Chapter 6 Production and Distribution

6-1. Life cycle management

The life cycle of a VI production begins when the functional proponent plans and programs resources to establish and justify the requirement in the MACOM or FOA annual production and distribution program. The MACOM and FOA programs form the basis for the annual DAVIPDP. The DA program must correlate with the Six-Year Defense Program (SYDP) and the associated requirements must be in-line with the Army plans, goals, and objectives. Each MACOM and FOA will submit its annual production program requirements to AVIMO by 1 July. Out-of-cycle requirements may be submitted to AVIMO as needed. The requesting agency (either installation, MACOM, FOA, or Army Staff (ARSTAF)) will fund all requested VI productions in support of their missions.

6-2. Production, procurement, and adoption

A VI production is the process of combining or arranging any separate audio or visual product(s) in continuity, in a self-contained, complete presentation that is developed according to a plan or script for conveying information to, or communicating with, an audience. A sub-set of VI production combines motion media with sound and is further defined as an "audiovisual production." Used collectively, VI production refers to the functions of procurement, production, or adoption from all sources, including in-house or contract production, off-the-shelf acquisition, or adoption from another DOD component or Federal agency.

6-3. Exemptions

The following VI products are not considered productions and are therefore exempt from the provisions of this chapter.

- a. Graphic art, still photography, motion picture photography, and video and audio recordings except when they are used in a VI production.
- b. Visual reports including technical, intelligence, and command reports.
- c. Visual products resulting from criminal investigations and other legal evidentiary procedures.
- d. Television and radio spot announcements, such as Joint Optical Information Network (JOIN) used by recruiters, public service announcements and news clips, and information programs funded by AFRTS.
- e. Commercial VI productions or programs acquired for Dependent Schools and for MWR activities.

f. Commercial nonmilitary training productions acquired by installation libraries operating MWR activities.

6-4. Acquisition

All VI productions will be acquired in the most cost effective manner possible. Only authorized VI activities (chap 2) are permitted to produce or contract for new productions. All VI activities will use the Federal Uniformed Audiovisual Contracting System for competitive procurement of new productions as prescribed in Office of Management and Budget Circular A-114, which states that VI managers will consider purchase off-the-shelf, produce under contract, and produce in-house, in that order. Exceptions are:

- a. VI productions that are part of the provisions of contracts for research and development of tactical systems or new equipment training.
- b. VI productions that are part of a materiel contract (that is, new equipment, paper based training, and similar costs) must not be the principal purpose for the contract, but related to and acquired as part of the materiel being purchased. The cost of the production must be less than 50 percent of the total cost of the contract.
- c. VI productions that are part of mixed-media contracts. The VI portion must be less than 50 percent of the total contract cost.
- d. VI productions that are part of recruiting programs when the VI production is integral to an overall advertising agency contract.
- e. VI productions that are produced by a GOCO activity.
- f. Purchase of VI production services to augment in-house production capabilities when this method of acquisition is the most cost effective.
- g. Commercial VI products purchased with nonappropriated funds.

6-5. Categories

A CAPR will not be used to request a VI production. In accordance with AR 25-1, all VI production requirements will be requested using a DD Form 1995-1 (fig 6-1) and will be reported on a DD Form 1995-2 (RCS-DD-PA(AR)1381) (fig 6-2). These forms are available through the Army Publications Center and may be locally reproduced as needed. VI productions will be identified as one of the four categories listed below:

a. Category 1 VI productions, including the lease or rental of commercial off-the-shelf products, support only the needs of a local installation or defined geographic area, with no dissemination of the product outside the originating installation or its area of responsibility. The total direct cost of each production will not exceed \$15,000 without MACOM approval. Entry into the DAVIS is not required. No category 1 production will be created to support human resources development or activities that are applicable for DOD-wide

use including human relations, chaplain, safety, and medical topics (excluding medical seminars and briefings). MACOM VI managers may delegate approval authority of category 1 requirements to the installation VI manager.

b. Category 2 VI productions, including the purchase, lease, or rental of commercial off-the-shelf products, support the internal needs of the MACOM or FOA, with no dissemination of the product outside the originating MACOM or FOA or its area of responsibility. All category 2 productions will be entered into the DAVIS. The total direct cost of each contract or in-house produced production will not exceed \$30,000 without HQDA approval. See paragraph 6-8b for limitations on commercial off-the-shelf purchases. No category 2 production will be created to support human resources development or activities that are applicable for DOD-wide use including human relations, chaplain, safety, and medical topics (excluding medical seminars and briefings). MACOM VI managers may not delegate approval authority of category 2 requirements to the installation VI manager.

c. Category 3 VI productions support more than one MACOM or FOA or are for Army-wide use. The total direct cost of each production (except videodisc) will not exceed \$50,000 without DOD review. If a production budget is originally approved at \$49,999 or less and later increases to more than \$50,000 (contract modifications, increased TDY, and so forth), a review by DOD is required.

d. Category 4 VI productions support DOD or two or more military components (Joint Interest Program). Requirements can be identified at any level (installation, MACOM or FOA, HQDA) as having joint interest potential. These requirements will be forwarded to AVIMO for submission to the appropriate joint-interest review board (for example, safety, medical, and chaplain) for validation. If validated by the review board, the requirement will then be forwarded through AVIMO to DOD for approval. If the requirement is not validated by the review board, it will be processed as an Army category 3 requirement.

6-6. Category upgrades

a. Category 1.

(1) If a production originally approved and produced as a category 1 production is later determined to have MACOM-wide applicability, it may be upgraded to a category 2.

(2) To upgrade to category 2, the proponent installation VI manager will forward DD Form 1995-1 and DD Form 1995-2, a proposed distribution list, and a 1/2-inch VHS copy to his or her MACOM for review and approval.

(3) If the upgrade is approved, it will be entered into the DAVIS, and a modified PAN will be assigned. The MACOM or FOA VI manager will instruct installation to reproduce and distribute.

b. Category 2.

(1) If a production originally approved and produced as a category 2 production is later determined to have Army-wide applicability, it may be upgraded to a category 3.

(2) To upgrade to category 3, the proponent MACOM or FOA VI manager will forward DD Form 1995-1 and DD Form 1995-2, a proposed distribution list, and a 1/2-inch VHS copy to AVIMO for review and approval.

(3) If the requester is not the proponent for the production, the proponent will be contacted through his or her MACOM VI manager, to see if the production is current, has no revision planned, and that the proponent has no objection to the requested upgrade.

(4) If the upgrade is approved, a PIN and release number will be assigned, and the MACOM or FOA VI manager will be instructed to forward the master and pre-print material with the official production folder to Chief, Joint Visual Information Service Distribution Activity, (ASQNV-OJVT-ID), Tobyhanna, PA 18466-5102 for dissemination.

c. Category 3.

(1) To upgrade a category 3 production to a category 4, the proponent MACOM or FOA VI manager will provide a proposed distribution list, DD Form 1995-1 and DD Form 1995-2, and three 1/2-inch VHS videotapes to AVIMO.

(2) The request, distribution list, and videotapes will be forwarded to AVIMO to the appropriate joint interest review board, or to DOD if no review board exists.

(3) If approved for joint Service adoption, DOD will forward the adopting Service's distribution requirements to AVIMO.

(4) AVIMO will advise the proponent MACOM or FOA VI manager of upgrade and provide distribution requirements to the JVISDA.

6-7. Adoption of a production from another military department

To adopt a production from another Service, the installation VI manager will forward DD Form 1995-1 and DD Form 1995-2, indicating PIN, and distribution list through the MACOM or FOA VI manager to AVIMO. The DAVIPDP manager will contact the military department VI manager to obtain permission to adopt the production. If adoption is approved, a one-inch master will be requested and forwarded to JVISDA (ASQNV-OJVT-ID). AVIMO will notify the requester that adoption has been approved and a release number assigned.

6-8. Commercial acquisitions

a. Category 1, leased or rented productions acquired to support the internal needs of the installation or its geographic area of responsibility. Local requirements for lease or rental of category 1 productions (videotape, motion picture, tape/slide, and multimedia) must be reviewed and approved by the installation VI manager, and acquired by the local procurement activity.

b. Category 2, productions acquired to support the internal needs of the MACOM or FOA and below. No category 2 production will be acquired to support human resources development or activities that are applicable for DOD-wide use including human relations, chaplain, safety, and medical topics (excluding continuing medical education, medical seminars or briefings, and medical board or society updates). Local requirements for procurement, lease, or rental of category 2 productions (videotape, motion picture, tape/slide, and multimedia) must be processed using the DD Form 1995-1 and DD Form 1995-2, reviewed and approved by the MACOM or FOA VI manager, and acquired by the local procurement activity provided that all of the following criteria are met:

(1) The production is available off-the-shelf from a commercial vendor.

(2) Each purchase, lease, or rental does not exceed 10 copies per title.

(3) The total cost and number of copies per title does not exceed \$2,500 or 10 copies across MACOM and FOA lines, regardless of the number of buys within each MACOM or FOA.

(4) Only pre-recorded copies will be procured, leased, or rented. Requests for reproduction rights or for mastering will be processed as category 3 requirements and are not authorized for local procurement.

(5) The production does not meet the criteria for a category 3 or 4 production.

c. Category 3.

(1) Commercial off-the-shelf productions, not exceeding the 10-copy or \$2,500 limit, that have already been assigned an Army PIN may be approved and procured by the installation VI manager. Acquisition of these products will be reported semiannually as part of the category 1 commercial PAN register to JVISDA (ASQNV-OJVT-ID). The local VI manager will ensure that these products are properly labeled with the assigned PIN and release number.

(2) Commercial off-the-shelf productions, not exceeding the 10-copy or \$2,500 limit, that have been assigned a PIN by another military component and already adopted by the Army may also be approved and procured by the MACOM VI manager. Copies of the procurement documents will be forwarded immediately upon receipt of the product from the vendor to JVISDA (ASQNV-OJVT-ID). The VI manager will ensure that each product is properly labeled with the assigned PIN and release number.

(3) Commercial off-the-shelf productions, not exceeding the 10

copy or \$2,500 limit, that have been assigned a PIN by another military component and not adopted by the Army may be approved and procured by the local designated VI manager. Completed DD Forms 1995-1 and 1995-2 and procurement documents will be forwarded immediately upon receipt of the product from the vendor to JVISDA (ASQNV-OJVT-ID) for assignment of Army Release Number and DAVIS accession number. JVISDA will provide the proponent with the assigned release number and enter the DAVIS record. The VI manager will ensure that each product is properly labeled with the assigned PIN and release number.

(4) Requirements for category 3 commercial off-the-shelf acquisitions that exceed the 10-copy or \$2,500 limit will be submitted to AVIMO for approval and processing. A DD Form 448 (Military Interdepartmental Purchase Request (MIPR)) or memorandum citing a direct fund citation will be enclosed to cover acquisition, service, and shipping (\$10 per copy) costs. The DD Form 448 or memorandum will be addressed to the Commander, U.S. Army Visual Information Center, (ASQNV-ZA-B (Budget Officer)), WASH, DC 20310-4800. When only a single source of procurement is identified, a sole source justification must be provided. Figure 6-3 is a sample format for a sole source justification memorandum.

(5) Requests for a product exceeding the 10-copy or \$2,500 limit, and assigned a PIN by another component service and already adopted by the Army, may be submitted by memorandum to JVISDA (ASQNV-OJVT). The following information will be provided in the memorandum:

- (a) DAVIS Accession Number (if available).
- (b) PIN.
- (c) Series title.
- (d) Title.
- (e) Recommended vendor.
- (f) Required distribution format.
- (g) Fund cite number.
- (h) Cost per title.
- (i) Shipping cost.
- (j) Total cost.
- (k) Number of copies required.
- (l) Address of supporting authorized VI library.

(6) Any request for a product exceeding the 10-copy or \$2,500 limit that has not been adopted by the Army, but has a PIN assigned from another Service, will include DD Forms 1995-1 and 1995-2 for each title requested, and will be forwarded through command channels to USAVIC (ASQNV-PPD) for approval and processing. The DD Forms 1995-1 and 1995-2 will reflect the PIN. These forms must be submitted only once. Future requests for individual copies after the product has been adopted and distributed will be processed in accordance with paragraph c(1) and c(2), above.

d. Category 4. All category 4 VI commercial acquisitions to be distributed Army-wide will be centrally procured and distributed by JVISDA (ASQNV-OJVT) to authorized visual information activity libraries. Category 4 productions not adopted for Army-wide distribution may be procured in accordance with paragraph B(2) above.

6-9. Subject search

VI managers at all levels will ensure that unwarranted duplication of VI productions of the same subject do not occur. VI managers will review and evaluate each proposed production to determine effectiveness and appropriateness of media selection. The complexity and cost of evaluation must be in proportion to the cost and program impact of the production. The VI manager will ensure that productions are used when cost-effective and appropriate to support mission requirements in accordance with the following:

a. Review information from the DAVIS production file and listings of reasonably available commercial production sources to determine if an acceptable production on the needed subject exists, is planned or is in preparation within DOD or other Federal agencies, and if DOD has reproduction rights.

b. Ensure that each DAVIS search is identified by an assigned search number. (Chap 8, para 8-11 has the procedures for conducting a DAVIS search.)

c. Searches are not required for productions with a security classification, for productions certified as having subject matter and applicability limited to a specific MACOM functional area within the Army, or for multi-image products using extensive specialized projection equipment and electronic programmers.

6-10. Validation

VI managers will ensure that each requirement for a production is validated at each appropriate level (installation, MACOM or FOA, HQDA) by the responsible functional proponent who manages the resources for the area to be supported. The functional proponent or the designated representative evaluates the production objective and confirms the legitimate need for VI support to an authorized program or mission and ensures availability of funding. The following factors must be considered during the validation process:

- a.* Confirmation of legitimate need.
- b.* Organizational goals.
- c.* Essentiality and priority.
- d.* Requester's authority and mission.
- e.* Cost savings to the Government.
- f.* Production life expectancy.
- g.* Frequency of use.
- h.* Audience size and distribution media format.
- i.* Production acquisition or procurement lead time.
- j.* Updating production requirements.
- k.* The method, level, and cost of distributing the resulting production copies.
- l.* Other support costs.
- m.* Compatibility with other planned or existing VI productions.
- n.* Requirement for closed-captioning.

6-11. Approval

The VI manager at each level must approve the production request using DD Form 1995-1. He or she determines that all steps have been taken to ensure that the requirement is adequately defined, essential, properly validated, and that all other prerequisites have been met prior to authorizing the start of production.

6-12. Identification number

After approval by the VI manager (HQDA or MACOM or installation) and prior to starting production, each VI production will be identified by either a PAN (category 1 and 2) or a standard PIN (category 3 and 4). Upon completion, category 3 and 4 productions will also be identified with a release number.

a. Category 1. A PAN will be used to identify each category 1 production. It consists of the number 1, the DVIAN of the assigned VI production activity, the last two digits of the fiscal year in which the production was approved and a sequential number beginning with 0001 at the start of each fiscal year. Each set of characters will be separated by a hyphen (for example, 1-DVIAN-FY-0001). VI activities authorized to issue PANs will be designated by the MACOM VI manager.

(1) Each activity issuing PANs will maintain a log. The activity will provide an updated copy of this log semiannually to the MACOM or FOA VI manager.

(2) The following category 1 PAN register formats will be used for in-house productions:

- (a) PAN.
- (b) Title.
- (c) Approval date.
- (d) Production activity and DVIAN.
- (e) Production format.
- (f) Number of copies and format.
- (g) Total direct cost.
- (h) Review and disposition date.

(3) If a category 1 production identified with a PAN is to be used by an organization outside the originating installation or its geographic area of responsibility, it will be upgraded to category 2 in accordance with paragraph 6-6a, and forwarded to MACOM or FOA for entry into the DAVIS category 2 file.

b. Category 2. A modified PAN will be used to identify each

category 2 production. It will consist of the DVIAN of the production activity, the last two digits of the FY in which the production was approved, and a sequential number of six characters which will be assigned by the DAVIS (for example, DVIAN-FY-000001).

c. Categories 3 and 4. A PIN, a six digit number assigned by DAVIS (for example, 700301), will be used to identify each category 3 and 4 production and is the life cycle control number of the product. Army PINs will not be assigned to productions made by the Army for another DOD component (except when the Army is the executive agent), or other Federal agencies. These productions will be assigned to authorized activities by DISC4 utilizing PINs assigned by the requesting DOD component headquarters. Productions produced for other Federal agencies (for example, State Department, Department of Transportation) and assigned to an authorized activity by AVIMO will not be assigned a PIN unless adopted by the Army or a DOD component.

d. A release number will be telephonically requested from JVISDA (ASQNV-OJVT) DSN 795-7827 by the MACOM or FOA VI manager or designated representative upon completion of a category 3 or 4 production. JVISDA will in turn provide written confirmation of release number assignment to the requester with a copy furnished to the DAVIPDP manager.

6-13. Cost estimates

Direct costs of each production must be identified by the VI manager to ensure financial management of each production. Total costs include any and all direct costs associated with each phase of production including scripting, travel, props, supplies, materials, special contract services, and military and civilian labor. As a guide, use the following figures for estimating costs for videotape, motion picture and interactive videodisc (IVD) (does not include IVD development or programming costs) productions:

a. Scripting.

(1) Scripts written in-house will be the writer's hourly salary times the number of hours spent writing, plus the typist's hourly salary times the number of hours spent typing the script, plus any travel for site surveys and similar requirements.

(2) Contract scripts will be \$150 times the estimated running time (minutes) of the production. Final cost will include any travel associated with the writing of the script (for example, technical adviser, project officer, or customer representative conducting a site survey with the contract writer) and authorized script modifications or rewrites.

(3) IVD productions will use the following formula to estimate script costs. Use \$1,500 (development cost) for each program of instruction (POI) or platform teaching hour (not videodisc running time). The script cost is 5 percent of the development cost. For example: 1 POI hour equals \$1,500 times .05 for a total of \$75; 3 POI hours equals \$4,500 times .05 for a total of \$225; 10 POI hours equals \$15,000 times .05 for a total of \$750.

b. Production.

(1) In-house productions (videotape and motion picture) are \$500 per screen minute plus any other contractual services for narrators, actors, and editing and any travel by production crew, technical adviser, or customer representative associated with the production.

(2) Contract videotape production is \$2,200 per screen minute plus any associated travel by the technical adviser, customer representative and project officer, plus animation cost. Final cost will include any contract modifications.

(3) Contract motion picture production is \$2,700 per screen minute plus any associated travel by the technical adviser customer representative, and project officer, plus animation cost. Final costs will include any contract modifications.

(4) Contract IVD production is \$200 per linear minute of running time plus \$2 per still-frame edit. For example, a videodisc with 20 minutes linear running time and 600 stills would cost \$4,000 for the linear portion ($20 \times 200 = 4,000$) and \$1,200 for the still frames ($600 \times 2 = 1,200$) for a total of \$5,200. To estimate the cost of mastering, use \$1,500 for each 30 minutes of estimated running time.

c. Replication.

(1) *Videotape.* The average contract cost per 1/2 inch VHS copy is \$8 the number of copies. This includes mailing cases and shipping costs to JVISDA.

(2) *Motion picture.* The average cost is approximately \$5 per screen minute times the number of prints. This also includes cans and shipping costs to JVISDA.

(3) *Interactive videodisc mastering.* The cost is \$1,475 per single side.

(4) *Interactive videodisc.* To estimate replication cost, use \$10 for each single-sided 30-minute disc and \$15 for each double-sided 60-minute disc times the number of copies to be replicated.

(5) *Floppy disc.* The average cost of a blank floppy disc is \$.53. Approximately 160 discs can be replicated in 60 minutes. To estimate the replication cost, use the hourly rate of a person doing replication divided by 160, plus \$.53 for each disc.

d. Distribution.

(1) Videotape and motion picture distribution costs are \$5.35 per copy or print times the number of copies distributed.

(2) Interactive videodisc distribution costs are \$2 per disc times the number of copies distributed.

(3) Costs will be recorded and reported on the DD Form 1995-2 (RCS-DD-PA(AR) 1381) and DD Form 2054/2 (RCS-DD-PA(AR) 1438).

6-14. Production content

All VI managers will ensure that the Army does not produce or support productions or other products used to influence pending legislation or to promote the status of any commercial industry. Productions dealing with history and art must educate, train, and inform, not promote the DOD organizational role. VI productions will not contain material that:

a. Portrays military and DOD personnel in unfavorable or undignified circumstances unless it is essential to the message being conveyed.

b. Implies endorsement of commercial products or services by introducing trademarks, labels, distinctive packaging, or reference to trade or brand names in the narration, dialogue, or titles.

c. Promotes an individual, activity, or organization, or provides forums for opinions on broad subjects without reference to specific programs.

d. Is inaccurate or incompatible with DOD policies or doctrine.

e. Discriminates or appears to discriminate against individuals on the basis of sex, race, creed, nationality, age, religion, or national origin.

6-15. Customer representative

The CR, normally the VI manager or Audiovisual Production Officer (AVPRO) of the requesting organization, is the single spokesperson for the production, providing approval authority during script and production milestones to ensure compliance with organization policies and doctrine. The CR works directly with the production activity to coordinate logistical support for the scripting and production phases. This task may be in part delegated to the TA. The CR notifies the TA of the initiation of a project. The CR may delegate approval authority to the TA to approve the technical accuracy of the project.

6-16. Technical adviser

The TA serves as the subject matter expert (SME) designated by the requesting organization to ensure the technical accuracy of the information contained in the script and the production. If the production is classified, the TA will ensure that the proper classification with downgrading instructions is given to the project.

6-17. Annual Review and Report of Obsolescence (RCS-DD-PA (A) 1115)

a. Functional proponents will conduct an annual review for obsolescence of proponent VI products. MACOM and FOA VI managers will forward a consolidated report on the results of this review to

AVIMO by 1 May each year. The report will provide the following information on obsolete and historical productions:

- (1) PIN.
- (2) Release number.
- (3) Title.
- (4) PIN and title of replacement production, if any.

b. AVIMO will staff this report with the U.S. Army Center of Military History prior to announcement in the monthly bulletin by JVISDA.

6-18. DOD employees

All DOD employees (including active duty military personnel) are prohibited from playing dramatic roles, narrating, or acting in Army, DOD, or Federal VI productions except:

a. When performing their own jobs.

b. When a production is to be used only for internal communication or training purposes and the Army employees are playing roles developed for training purposes in connection with their own jobs without using a prepared script.

c. When skills or knowledge of the Army employees cannot be readily supplied by professional actors and cannot be supplied by a prepared script.

d. The provisions of this paragraph may be waived by AVIMO if it is in the best interest of the Army, cost effective, and economical to do so. Army personnel will not perform roles that subject them to health or safety hazards not normally encountered in their jobs.

6-19. Legal clearance

The Army must avoid liability under laws that protect personnel and their property from invasion of privacy, trespassing, and violation of property rights. VI managers must ensure that the assigned production activity obtains signed releases from the persons indicated below. The requirement applies to all materials used in VI productions.

a. Persons who either appear in or whose voices are used in a production, and persons whose minor children, real estate, copyrighted material, or other private property appear in any production. Figures 6-4 through 6-8 show examples of completed releases for various purposes. Since state laws may vary, releases should be prepared and reviewed by the legal office at each command.

b. To determine the need for releases, apply the following guidelines: No release is required from active duty military personnel, including cadets or midshipmen from the U.S. service academies or DOD civilians performing their official jobs. Under most circumstances, an individual's expectation of privacy changes with the situation. Newsworthy or public events provide little, if any, expectation of privacy and therefore do not require releases. If an individual is part of a crowd, no release is required. Conversely, when an individual is a central figure in a scene, a release is required, regardless of the brevity of the scene.

c. Separate clearances are always required to use copyrighted material. Generally both music and programs recorded off the air are copyrighted. Possession of the source recording or score does not confer any right to reproduce, transfer, or otherwise use or perform the material recorded or scored thereon, either in whole or in part. A specific license for each application must be obtained from the copyright owner. A license to use or perform music or other copyrighted material in connection with DOD productions will generally:

(1) Convey to the Government the perpetual right to duplicate, distribute, publish, exhibit, use, or transmit all or parts of the music or other copyrighted material concerned as incorporated in the production for which the license was acquired, or in any future use incorporating a part or the whole of the production.

(2) State that the U.S. Government and its officers, agents, servants, and employees, when acting in their official capacities, are lawfully reproducing, distributing, exhibiting, or otherwise using the production or any portion thereof for which the license was acquired.

d. All productions produced for the Army or DOD will undergo a

legal review to establish legal clearances, restrictions or conditions as listed above. A judge advocate or other legal counsel will conduct the review at the request of the VI production activity responsible. The record of the legal review will become a permanent part of the official production folder (jacket or record). Installation VI managers will ensure that the legal review is in the folder. A legal review should address, at a minimum, the following issues:

(1) Presence of copyrighted material in the script.

(2) The visual or oral appearance by minors.

(3) All releases for personal appearances on file.

(4) Private real or personal property releases on file.

(5) Presence of visual or oral introduction of trade marks, trade labels, distinctive packaging, or brand names. (These should not be present in an official production.)

(6) Production is intended for release to a foreign country.

(7) Security clearance has been obtained and is in official file.

(8) No copyrighted materials have been used within the body of the production without proper legal clearances on file.

(9) File contains copy of annual contract for soundtrack license (for example, music and sound effects).

(10) File contains licenses for copyrighted soundtracks.

(11) All required leases and licenses are in the official file.

e. Local commands may develop a checklist and certification form for legal clearance. This checklist should be reviewed and approved by the servicing Judge Advocate General's office.

6-20. Public exhibition and sale clearance (all categories)

a. Public exhibition or sale clearance is the authority for exhibiting a VI production to the public civilian sector. It does not mean clearance for sale, rental, or lease to foreign countries, which requires a separate clearance by the DCSINT. Before committing funds for VI productions intended primarily for public release, the installation VI manager will submit scripts or plans for the proposed production via public affairs channels through HQDA (SAPA) to OASD (PA) for approval. VI managers will ensure that the public affairs clearance is included in the official production folder. All completed productions, or productions determined at any stage before completion to be of value to DOD public information programs, will be submitted from the installation Public Affairs Officer through HQDA (OCPA) to OASD (PA) with the following data:

(1) Copies of DD Form 1995-1 and DD Form 1995-2.

(2) Copy of legal review (if completed).

(3) Recommendation for public clearance.

(4) Copy of approved script.

(5) One 1/2-inch VHS copy of the completed and approved production.

b. Approval for public exhibition or sale of completed unclassified DOD productions is a two-step process as follows:

(1) *Legal clearance.* The production is reviewed to determine if it is legally permissible to exhibit it publicly or to sell it, or if legal restrictions or conditions imposed at the time of production or purchase prevent legal clearance for public exhibition or sale.

(2) *Content review.* The production is reviewed to determine if the content is accurate and appropriate for public consumption. The content review is the responsibility of the functional proponent for the production and OASD(PA).

c. Public clearance designators for productions are:

(1) *Cleared for nonprofit public exhibition.* Productions granted public clearance by OASD(PA) may be loaned to the public through the local VI activity or exhibited to the public without restriction. These productions have no legal or security restrictions and are unconditionally releasable to the public for exhibition only.

(2) *Cleared for nonprofit public exhibition and sale.* Productions that have been cleared by OASD(PA) for exhibition and sale may be loaned to the public through the local VI library or exhibited to the public without restriction. They can also be sold or rented to the public through the National Audiovisual Center (NAC), National Archives and Records Administration, Customer Services Staff, 8700 Edgeworth Drive, Capitol Heights, MD 20743-3701, commercial (301) 763-1891. These productions have no legal or security

restrictions and are unconditionally releasable to the public for exhibition and sale or rental.

(3) *Not cleared for public exhibition or sale.* Productions will not be processed and cleared for public exhibition or sale if their performance, display, exhibition, use, reproduction, distribution, sale, or disclosure is limited by classification, rights retained by copyright owners or talent, statutory grants, agreements, or privacy rights.

(4) *Legal restrictions to sale.* The Judge Advocate's Office may review productions and determine that they have legal restrictions (for example, a limited music copyright) that prevent sale to the public.

6-21. Freedom of Information Act

Requests under the Freedom of Information Act (FOIA) require separate clearance from the functional proponent of the production to AVIMO.

6-22. Reproduction and distribution

a. Reproduction. Reproduction of any DOD or Army-wide production in whole or in part is prohibited without prior approval of the MACOM or FOA VI manager, JVISDA, and AVIMO. VI managers will ensure that production records are reviewed and that there are no legal or other restrictions on reproduction prior to approval. Purchased, rented, or adopted commercial products are authorized for exhibition in their original distribution format only, and will not be reproduced. Federal copyright laws and specific procurement conditions govern each individual production title. The Army may specify internal distribution restrictions for any of its productions when justified. These restrictions may indicate the type of activity and specific audience limitations.

b. Replication and distribution. JVISDA will make replication and initial distribution of all category 3 and 4 productions. The Chief, JVISDA, may on a case-by-case basis authorize local replication by an authorized VI activity. Local authorization will be limited to those requests that are determined to be cost effective, time dependent, and in the best interest of the customer, requester, and the U.S. Army. When additional copies of a production are no longer needed, the local authorized VI activity will report to JVISDA the number of copies that have been deleted from the activity inventory.

c. Distribution Plan. The VI manager at each level will ensure that a distribution plan is prepared for all productions. It will include the total number of copies required by the requester, the distribution format(s) and the proposed distribution of each copy to either specific end users for extended loan through their servicing VI activity or directly to the VI libraries.

d. Obsolete productions. VI productions distributed by JVISDA that have been declared obsolete or are no longer required for loan by the VI activity, will be forwarded to the U.S. Army Visual Information Center, Joint Visual Information Distribution Activity, Tobyhanna, PA 18466-5102 for reuse or disposition. JVISDA may grant VI activities the authority to dispose of obsolete productions locally.

6-23. Title specifications

The system of titling established in this pamphlet will be used on all authorized category 1, 2, 3 and 4 productions, whether produced in-house, by contract, or adopted from commercial sources. Each production requires certain titles and credit lines for identification and information purposes. The specific titles required and their placement in the production are as follows:

a. Composition layouts and credits. The titles and credit lines required for the various types of productions are contained in figures 6-9 through 6-14. Support personnel (military and civilian), cast

members, or organizational credits will not be displayed on any layouts. Production activity credits will be limited to the end title. Title layouts should be kept within a standard 12-field size, 12 inches in width. Examples of the layouts are reduced to fit the page format of this pamphlet. To accommodate both regular projection and television, all lettering on the title frames should stay within the 8 1/2-field limit. Projection and television fields are noted on the layouts.

b. Backgrounds. Backgrounds for titles will be on plain or textured surfaces with block lettering. The art treatment will be consistent with the production subject matter. Other types of title backgrounds used may include live action, computer generated graphics, or still photography and audio.

c. Leader marking. Both the track and picture of all motion picture productions and videotape productions will be marked with the PIN or PAN and title on the head and tail of standard leaders. On the head projection leader, the identification number and reel or cassette number (if more than one) will be written in. The same information will be written in following the "sync" start mark of the academy leader and when required, a subtitle will be inserted between footage numbers 6 and 7. On the tail leader, this information will be written on the frames following the end title frame. In addition, when applicable, the appropriate classification instructions and other warnings required will be marked on the head and tail leaders.

d. Classification titles. Classified VI productions will be indicated at the beginning frame and end frame of each reel or cassette by layout titles (fig 6-9) bearing the appropriate classification. These markings will be visible when projected.

e. Presentation titles. The presentation title (figs 6-10 and 6-11) is used to identify the military service production sponsor (that is, Army, Navy, Air Force, Marine Corps, or DOD) for VI productions. The information on this layout will be limited to the appropriate Service seal, the name of the military Service and the word "presents."

f. Main titles. The main title layout (fig 6-12) will be brief, clean, and descriptive. When an impact or dramatized title is used, a subtitle is required that adequately describes the production content and can be used for cataloging purposes. Lettering will be in a type face that is easily read and is consistent with the subject matter. The information on this layout will be limited to the title, subtitle if appropriate, PIN or PAN and the release number. Original visual information productions acquired by contract, where the copyright legend will be printed at the bottom of the main title slide, are excluded from this requirement.

g. End titles. The end title (fig 6-13) will be used in all visual information productions to indicate the in-house production activity or the commercial contracted activity. The end title for adopted productions (fig 6-14) will be used for all productions adopted from commercial sources or from other Government agencies.

6-24. Preprint and master material submission

Upon completion of all category 3 and 4 productions, the installation VI manager will ensure that the production activity will forward to JVISDA (ASQNV-OJVT-CM), the following preprint or master materials packaged in one container:

a. Official production folder.

b. Preprint or master material, trims, and out takes.

VISUAL INFORMATION PRODUCTION REQUEST, EVALUATION AND APPROVAL		REPORT CONTROL SYMBOL DD - PA(AR)1381
SECTION A. ORIGINAL CUSTOMER REQUEST FOR VISUAL INFORMATION (VI)		
1. DATE OF REQUEST (YY/MM/DD) 90/12/11		2. DATE REQUIRED (YY/MM/DD) 91/02/05
3. TYPE OF REQUEST (X a., b., or c., and complete as applicable)		
a. NEW OR REVISED PRODUCTION		
(1) Script Attached (X one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	(2) Suggested Location (a) Script Pt Gordon, GA (b) Photography Pt Gordon, GA	(3) Revision of PIN/PAN
b. ADOPTION OF GOVERNMENT PRODUCTION		
(1) Source (Name, Address, & Phone Number)	(2) Location of Master Materials	(3) PIN/PAN or Other Product Number
c. COMMERCIAL ACQUISITION (Existing off the shelf productions only)		
(1) Vendor's Mailing Address & Phone Number	(2) Sole Source Justification Attached (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No	(3) Copyright Release Attached (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No
	(4) Estimated Cost Per Copy \$	(5) Commercial Identification Number
4. TITLE Acquisitions and Contracts		
5. SERIES TITLE AND PART IDENTIFICATION Acquisitions and Contracts, Part 7		
6. PROPOSED SECURITY CLASSIFICATION (X one) <input checked="" type="checkbox"/> a. Unclassified <input type="checkbox"/> b. Confidential <input type="checkbox"/> c. Secret <input type="checkbox"/> d. Top Secret		
7. PRODUCTION OBJECTIVE (X one)		
a. Education and Training <input checked="" type="checkbox"/>	b. Internal Information <input type="checkbox"/>	c. Public Information <input type="checkbox"/>
d. Recruiting <input type="checkbox"/>	e. Research, Development, Test, and Evaluation <input type="checkbox"/>	f. Intelligence, Reconnaissance, Criminal Investigation and Communications Security <input type="checkbox"/>
g. Combat Readiness <input type="checkbox"/>	h. Installation Support <input type="checkbox"/>	i. Medical and Dental <input type="checkbox"/>
8. OBJECTIVE AND KEY POINTS This tape discusses the federal agencies that impact on Army contracting, the budgetary process, the authority for government contracting, the elements of contract law, and the seven steps in the acquisition cycle.		
9. JUSTIFICATION This tape can be used in the instruction of non resident students enrolled in the Reserve Component Warrant Officer Technical and Tactical Certification Course and for sustainment or remedial training of resident course WOTTC students.		
10. TARGET AUDIENCE All Signal Warrant Officer MOS - 250A, 250B, 251A, 256A Senior Level NCOs interested in the Signal WO Program		
11. DISTRIBUTION PLAN 147 - Form 888-R attached		
12. FUNDING <input type="checkbox"/> a. Unfunded <input checked="" type="checkbox"/> b. Funded; amount available \$ <u>20,510</u> c. Program Element(s) (List)		13. ESTIMATED YEAR OF OBSOLESCENCE 99
		14. ESTIMATED RUNNING TIME 50 minutes
15. REQUESTER		
a. TYPED NAME (Last, First, MI) PEYTON, DALE E.	b. RANK / GRADE LTC	c. ORG. NAME OR SYMBOL ATZH-SL
d. TITLE Director, Signal Leadership Department		e. PHONE NUMBERS (Autovon & Commercial) 780-2516, 404-791-2516

Figure 6-1. Example of a completed DD Form 1995-1

SECTION B. VALIDATION BY FUNCTIONAL MANAGEMENT

1. ASSIGNED TECHNICAL ADVISOR

a. TYPED NAME (Last, First, MI) TEE, NANCY C.	b. RANK / GRADE CW3	c. PHONE NUMBERS (Autovon & Commercial) 780-4823
d. ORGANIZATION NAME AND SYMBOL Signal Warrant Officer Div. ATTN: ATZH-SLW		404-791-4823

2. ASSIGNED CUSTOMER REPRESENTATIVE

a. TYPED NAME (Last, First, MI) LAMBERT, PAUL E.	b. RANK / GRADE GS-11	c. PHONE NUMBERS (Autovon & Commercial) 780-5482
d. ORGANIZATION NAME AND SYMBOL GDD, DOTD, ATTN: ATZH-DTD		404-791-5482

3. CERTIFICATION. I certify that the requested VI production is authorized by regulation or directive or is necessary in conducting official business.

a. INSTALLATION

(1) Typed Name (Last, First, MI) LAMBERT, PAUL E.	(2) Signature	(3) Phone Numbers (Autovon & Commercial) 780-5482/404-791-5482
---	---------------	--

b. MAJOR COMMAND

(1) Typed Name (Last, First, MI) OLENIK, LOUISE M.	(2) Signature	(3) Phone Numbers (Autovon & Commercial) 927-4650/804-878-4650
--	---------------	--

c. COMPONENT HEADQUARTERS

(1) Typed Name (Last, First, MI) JENKINS, TULL L.	(2) Signature	(3) Phone Numbers (Autovon & Commercial) 927-4611/804-878-4611
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d. JOINT INTEREST REVIEW BOARD

(1) Typed Name (Last, First, MI)	(2) Signature	(3) Phone Numbers (Autovon & Commercial)
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SECTION C. APPROVAL BY VISUAL INFORMATION (VI) MANAGEMENT

1a. SUBJECT SEARCH NUMBER	2. SUBJECT SEARCH STATEMENT (X one)	3. DISTRIBUTION PLAN IS (X one)
b. SUBJECT SEARCH PARAMETERS ATTACHED (X one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> a. NO KNOWN COMMERCIAL PRODUCTION IS AVAILABLE	<input checked="" type="checkbox"/> a. APPROVED (Attached)
	<input type="checkbox"/> b. COMMERCIAL PRODUCTION(S) AVAILABLE	<input type="checkbox"/> b. MODIFIED (Attached)
	<input type="checkbox"/> c. EXEMPTION	

4. ESTIMATED COSTS

a. SCRIPT \$ 1,400	b. PRODUCTION OR PURCHASE \$ 17,500	c. REPRODUCTION \$ 2,960	d. DISTRIBUTION \$ 440	e. TOTAL \$ 22,300
------------------------------	---	------------------------------------	----------------------------------	------------------------------

5a. FUNDING SOURCE

815790.8 TRADOC	b. AMOUNT \$ 22,300
------------------------	-------------------------------

6. ASSIGNED PRODUCTION NUMBER

a. PIN	b. PAN
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7. ASSIGNED PRODUCTION ACTIVITY

Recommend U.S. Army Signal Center and Fort Gordon/A0512

8. APPROVAL AUTHORITY. I certify that the requested VI production does not duplicate existing productions and represents the minimum expenditure of funds.

a. INSTALLATION

(1) Typed Name (Last, First, MI) BANNECKE, CRAIG A.	(2) Signature	(3) Phone Numbers (Autovon & Commercial) 780-4728/404-791-4728
---	---------------	--

b. MAJOR COMMAND

(1) Typed Name (Last, First, MI) JENKINS, TULL L.	(2) Signature	(3) Phone Numbers (Autovon & Commercial) 927-4611/804-878-4611
---	---------------	--

c. COMPONENT HEADQUARTERS

(1) Typed Name (Last, First, MI) IZER, HAROLD E.	(2) Signature	(3) Phone Numbers (Autovon & Commercial) 224-4541/703-614-4541
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d. JOINT INTEREST REVIEW GROUP

(1) Typed Name (Last, First, MI)	(2) Signature	(3) Phone Numbers (Autovon & Commercial)
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Figure 6-1. Example of a completed DD Form 1995-1—continued

Instructions by block number and title for completing DD Form 1995-1

Block 1. Date of request. Enter the date when the form is prepared.

Block 2. Date required. Enter the date when production must be distributed. Leave blank if no firm date has been determined.

Block 3. Type of request. Enter an X in the appropriate box to identify if the request is for a new or revised production, adoption of a Government production, or purchase of an existing production. If available, provide the additional information required in the checked box.

Block 4. Title. Enter the proposed production title or name of the commercial off-the-shelf production.

Block 5. Series title and part Identification. If the production is part of a series, enter the title and part number (use Arabic numbers only) (for example, "War in Europe, Part 4").

Block 6. Proposed security classification. Mark the appropriate box.

Block 7. Production objective. Enter an X in the box that best describes the primary objective.

Block 8. Objective and key points. Identify the primary objective and key teaching or information points. Indicate what the viewers are expected to learn to be able to do following the viewing of this production. List associated publications (if any) to be used with this production and the source (mailing address and the telephone number) for obtaining copies.

Block 9. Justification. Explain in detail why this production is necessary. State what approved program or mission the production will support.

Block 10. Target audience. Enter the military occupational specialty (MOS) name and code or civilian career field name and series. (For example: Still Photographer-84B20 J8/Manpower Management Analyst, GS/GM 343). If intended for all military and civilian personnel, enter *All Military/All Civilians*. If the intended audience are specific end users, please identify.

Block 11. Distribution plan. Provide a list of visual information libraries with an estimated number of copies and the media format needed for each installation (For example: U.S. Army Transportation School, 30 3/4-inch U-matic, 10 1/2 inch VHS, or 30-Interactive Videodisc). A coded, precoordinated distribution plan may be used when appropriate.

Block 12. Funding. Mark box A if funding is not available. If funding is available, mark box B and enter the applicable program element code in box C. Enter in box C the Army Management Structure Program Element Code (AMSCO) available funds (For example: 393190, 815790, 951290).

Block 13. Estimated year of obsolescence. Enter the last 2 digits of the year that the production is estimated to become obsolete.

Block 14. Estimated running time. Enter the estimated length in minutes.

Block 15. Requestor. Person submitting the request.

Section B. Validation by Functional Management

Block 1. Assigned technical advisor. Person responsible for the technical accuracy of final product.

Block 2. Assigned customer representative. Person responsible for providing command coordination with the production activity such as the command VI product manager.

Block 3. Certification signature. Signature of functional manager representing the installation, MACOM or FOA, and HQDA.

Section C. Approval by VI Management

Block 1(a). Subject search number. The search number (SN) consists of the DAVIS user name (for example, HQAAVMGT, HQTRADOC) of the activity doing the search, followed by four digits representing the sequential number of the search (assigned by fiscal year); the year, month, and day on which the search was conducted; and a single letter (A or B) indicating the result of the search. An A indicates that no productions on the subject were found. A B indicates that one or more productions were found. Each part of the SN shall be separated by a hyphen, as shown in chapter 8, paragraph 8-12a.

Block 1(b). Subject search parameters. Use a DAVIS Find Subject command to accomplish a subject search (for example: *Find Subject = (Office and Management)* for the search will be printed out by the computer.

Block 2. Subject search statement.

2a. Enter an X if no known commercial productions are available.

2b. Enter an X and the number if one or more commercial productions is available.

2c. Enter an X and list the appropriate document number and paragraph granting an exemption from conducting a subject search, if this is the case

Block 3. Distribution plan. Enter an X in the appropriate box and provide a copy of the plan (same as sect A, para 11).

Block 4. Estimated costs. Direct costs only (for example, script contract, TDY, cost of materials such as videotape, contract editing).

Block 5. Funding source.

5a. Enter the full name of the funding organization(s).

5b. Enter total costs by each funding organization.

Block 6. Assigned production number.

6a. PIN—Assigned by HQDA.

6b. PAN—Assigned by MACOM/installation VI manager.

Block 7. Assigned production activity. Enter the DVIAN and assigned VI production activity name.

Block 8. Approval authority. Signature of VI manager at each level of approval.

Figure 6-1. Example of a completed DD Form 1995

VISUAL INFORMATION (VI) PRODUCTION REPORT

REPORT CONTROL SYMBOL
DD-PA(AR)1381

UPDATE OF AN EXISTING RECORD (List date (YY/MM/DD)) _____

NEW **XX**

1. PRODUCTION IDENTIFICATION NUMBERS					2. PRODUCTION TITLES				
*a. PIN					*a. TITLE				
*b. ORIGINAL COMPONENT DIGRAPH DA					Acquisitions and Contracts				
c. PAN					b. SERIES TITLE AND PART IDENTIFICATION				
d. INTERNAL CONTROL NUMBER					Acquisitions and Contracts, Part 7				
*e. REPORTING AGENCY DIGRAPH DA									
3. CLASSIFICATION					4. PUBLIC CLEARANCE STATUS				
a. SECURITY CLASS. (X one) U <input checked="" type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> TS <input type="checkbox"/>					a. LEGAL RESTRICTIONS TO SALE				
b. CLASSIFIED BY					b. NO LEGAL RESTRICTIONS TO SALE				
c. DECLASSIFY ON / OADR (YY/MM/DD)					c. CLEARED FOR PUBLIC EXHIBITION AND SALE				
d. (1) DOWNGRADE TO _____ (2) ON (YY/MM/DD)					d. NOT CLEARED FOR EXHIBITION OR SALE XX				
e. ADDITIONAL WARNING NOTICES									
5. CATEGORY AND MEDIA FORMATS AND COPIES									
CATEGORY (X one)			f. SIZE				g. (Continued)		
*a. CATEGORY 1			FILM				(6) Video Beta II or III		
*b. CATEGORY 2	X		(1) 8 mm film				(7) Super Beta		
*c. CATEGORY 3			(2) 16 mm film				(8) Video Disc		
d. LENGTH	(1) Min / Sec	(2) Units	(3) 35 mm film				(9) Compact Disc		
	050/00		TAPE				(10) Interactive Video Disc		
e. MEDIA TYPE	P	D ₁	D ₂	D ₃	(1) 1/8 inch tape				(11) 8 mm Video
(1) Motion Picture					(2) 1/4 inch tape				(12) Other (Specify)
(2) Video Tape	X	X	X		(3) 1/2 inch tape				h. MEDIA STOCK
(3) Video Disc					(4) 3/4 inch tape				(1) Color D₁ D₂ D₃
(4) Slide / Tape					(5) 1 inch tape				(2) Black and White
(5) Slide Set					(6) 2 inch tape				i. MEDIA SOUND
(6) Audio Tape					(7) 8 mm tape				(1) Optical
(7) Audio Disc					(8) Other (Specify)				(2) Magnetic X X
(8) Multi-Media					g. PLAYBACK FORMAT				(3) Disc
(9) Overhead Trans					(1) U-matic				(4) Silent
(10) Other (Specify)					(2) Cartridge				j. CUMULATIVE NUMBER OF COPIES
					(3) Reel to Reel				
					(4) Video VHS X				
					(5) Video Beta I				
(1) D ₁ _____ (2) D ₂ _____ (3) D ₃ _____									
6. SUBJECT INDEX									
*a. FIELD AND GROUP CODES (1) E / 03 (2) / (3) /									
*b. DESCRIPTORS (1) (2) (3) (4) (5)									
*7. SYNOPSIS									
(Minimum 50 words)									
<p>This tape discusses the federal agencies that impact on Army contracting, the budgetary process, the authority for government contracting, the elements of contract law, and the seven steps in the acquisition cycle.</p>									

Figure 6-2. Example of a completed DD Form 1995-2

VISUAL INFORMATION (VI) PRODUCTION REPORT (Continued)

***8. COMMUNICATION OBJECTIVES**

(Maximum 50 words)

02-760.16-0001 Monitor Contractor Services .

***9. TARGET AUDIENCE**

(Maximum 50 words)

All Signal Warrant Officer MOS - 250A, 250B, 251A, 256A
Senior Level NCOs interested in the Signal Warrant Officer Program

10. MILESTONE DATES (YYMMDD)

*a. PRODUCTION APPROVAL DATE		b. DATE DAVIS UPDATED	
c. DATE PRODUCT PURCHASED		* (1) DAVIS User Name	
d. PRODUCTION PHASE DATES			
(1) Script Initiation Date		e. CATALOG ENTRY DATE	
(2) Script Approval Date		f. REVALIDATION DATE	
(3) Production Initiation Date		g. PRODUCTION STATUS (X one)	
(4) Production Completion Date		* (1) Proposed	X
(5) Reproduction Completion Date		* (2) Completed	
(6) Distribution Date		(3) Cancelled	

11. ACQUISITION SOURCE (X one)

a. CO/CO CONTRACT PRODUCED		b. GO/CO CONTRACT PRODUCED	
c. GOVERNMENT PRODUCED	X	d. GOVERNMENT OR DOD ADOPTED	
e. COMMERCIAL OFF-THE-SHELF PURCHASE		f. COMMERCIALY ADOPTED	

12. PRIMARY CONTACTS

*a. ASSIGNED PRODUCTION ACTIVITY	
(1) Organization and Office Symbol	US Army Signal Center, ATTN: ATZH-DPV-BTV
(2) Telephone Numbers	(Autovon) 780-2345 (Commercial) 404-791-2345
(3) DVIAN	AQ512
*b. CONTRACTING OFFICE	
(1) Organization and Office Symbol	
(2) Telephone Numbers	(Autovon) (Commercial)
*c. COMMERCIAL SOURCE	
(1) Vendor's Name	
(2) Vendor's Mailing Address	
(3) Vendor's Telephone Number	()

Figure 6-2. Example of a completed DD Form 1995-2—continued

VISUAL INFORMATION (VI) PRODUCTION REPORT (Continued)

13. RECORDS CENTER AND DISTRIBUTION ACTIVITY CONTACTS

a. LOCATION OF ORIGINAL OR MASTER MATERIAL

(1) Organization and Office Symbol **Joint Visual Information Service Distribution Activity, ASQNV-OIVT**
 (2) Telephone Numbers (Autovon) **795-7937** (Commercial) **717-894-7937**
 (3) DVIAN **A0122**

b. DISTRIBUTION ACTIVITY

(1) Organization and Office Symbol **Joint Visual Information Service Distribution Activity, ASQNV-OIVT**
 (2) Telephone Numbers (Autovon) **795-7937** (Commercial) **717-894-7937**
 (3) Autobook Yes
 (4) DVIAN **A0122**

14. REPRODUCTION RIGHTS (X one)

15. STATUS

a. Government Only		a. Current XX	b. Historical	c. Obsolete	d. Review Date (YY/MM/DD)
b. DOD Only	XX	e. OBSOLESCENCE REVIEWER (Functional manager responsible for content)			
c. No Reproduction Rights		(1) Organization and Office Symbol Signal Leadership Dept, ATTN: ATZH-SLW			
		(2) Mailing Address Cdr, USASC&FG, ATTN: ATZH-SLW, Ft Gordon, GA 30905-5000			
		(3) Telephone Numbers (Autovon) (Commercial) 780-2524 404-791-2524			

16. REMARKS

a. ADMINISTRATIVE REMARKS (Non-catalog)

b. CATALOG REMARKS (Maximum 50 words)

c. SUBJECT SEARCH

* (1) Search Number **FTGORDON-0002-901121-B**
 * (2) Requester (Name, Organization and Phone Number) **LTC Dale Peyton, USASC&FG, 780-2516**
 * (3) Conducted By (Name, Organization and Phone Number) **Ms June Edwards, USASC&FG, 780-3341**
 * (4) Validator (Name, Organization and Phone Number) **Mr. Mr. Paul Lambert, USASC&FG, 780-5482**
 * (5) Approval (Name, Organization and Phone Number) **Mrs. Barbara Rosser, ODISCA, 274-3729**

17. DIRECT COSTS

IN-HOUSE	COSTS	CONTRACT	COSTS
a. Script		e. Script	
b. Production		f. Production / Purchase	
c. Reproduction and Distribution		g. Reproduction and Distribution	
		h. Contract Total	
		i. Contract Administrative Costs	
d. TOTAL		j. GRAND TOTAL	

Figure 6-2. Example of a completed DD Form 1995-2—continued

Instructions by block number for completing DD Form 1995-2

Block 1a. PIN. Provided by HQDA upon approval of production or commercial off-the-shelf acquisition. The PIN will remain the same during the entire life cycle of the product.

Block 1b. Original component digraph. Enter the two-character code from the list below which identifies the component that originated and assigned the PIN:

- DA—Department of Army
- DB—Defense Mapping Agency
- DD—Office of the Secretary of Defense
- DE—Defense Advanced Research Projects Agency
- DF—Department of the Air Force
- DG—National Security Agency
- DH—Defense Nuclear Agency
- DJ—Joint Chiefs of Staff (including the Joint Staff Unified and Specified Commands).
- DK—Defense Communications Agency
- DL—Defense Intelligence Agency
- DM—United States Marine Corps
- DN—Department of the Navy
- DR—Defense Contract Audit Agency
- DS—Defense Logistics Agency
- DT—Defense Security Assistance Agency
- DU—Defense Audit Service
- DV—Defense Investigative Service
- DW—Uniformed Services University of the Health Sciences
- DZ—Department of Defense Schools

Block 1c. PAN. Enter the category 1 PAN. The PAN will be assigned by the approving MACOM or installation VI manager and will consist of the DVIAN of the fiscal year (FY) in which the production is approved, and a sequential number beginning with 0001 at the start of each fiscal year. Each set of characters will be separated by a hyphen (such as A0340-87-0049).

Block 1d. Internal control numbers. Army Release Numbers will be assigned on completion of each production project.

1e. Reporting agency digraph. Enter DA for Army.

Block 2a. Title. If a title begins with *a*, *an*, or *the*, the article will be preceded by a comma, and placed at the end of the title (such as, "Hawk System: Pulse Acquisition Radar, The"). The title shall not contain any information that will cause the entry to be classified.

Block 2b. Series title and part identification. Enter the series title, if appropriate, and the part number (use Arabic numbers only) (such as "War in Europe, Part 4").

Block 3. Security classification (X One). 3a. Mark one box only

3b. Name of classifying agent.

3c. Enter the specific date for declassifying or Originating Agency's Determination Required (OADR).

3d. Enter new classification or the result of downgrading and specific date (for example: downgraded to confidential on 91/12/01).

3e. May be required for some classified productions, such as For Official Use Only (FOUO), critical nuclear weapon design information (CNWDI), Secret Restricted Data, Formerly Secret Restricted Data.

Block 4. Public clearance. 4a. No data required.

4b. No data required.

4c and 4d. Data will be entered by the distribution activity after review of the production folder for these authorizations.

Block 4c. Cleared for public exhibition and sale. The distribution activity marks this field after the production has been legally cleared for sale and public exhibition.

Block 4d. Not cleared for exhibition or sale. The distribution

activity marks this field if a legal review was not required. Explain the circumstances in block 16a, Administrative Remarks.

Block 5. Category (X One). 5a. Category 1. Supports installation, requesting organization, or single major command requirement only.

5b. Category 2. Supports a single DOD component or military service requirement only.

5c. Category 3. Supports DOD or joint-interest.

5d. Length. For continuous run productions, enter the running time in minutes and seconds, such as 015 minutes 00 seconds (0015/00). For productions without fixed running times, enter the number of slides, and so forth, as units (such as 0100).

5e. Media type. Under the P column, enter an X for the appropriate media type representing the original production. Select one type only. No data is required for blacked out boxes. If the production media type is not listed in the fields, make an entry in field 5e(10), Other. Under the D columns, enter an X for the appropriate media types representing a primary distribution media (D1), and if appropriate, a secondary distribution media (D2), or a third distribution media (D3).

5f. Film or tape size. As in field 5e above, select only one film or tape size in each P column representing the original production film or tape size, and the D distribution media; for multimedia productions, check only the primary visual media sizes in field 16a, Administrative Remarks. No data is required for blacked out box.

5g. Playback format. Enter an X in the appropriate D column for each playback format.

5h. Media stock. Enter an X in the appropriate D column for each media stock.

5i. Media sound. Enter an X in the appropriate D columns for each sound type.

5j. Cumulative number of copies. Data will be entered by authorized distribution activity.

Block 6. Subject index. Entries for this field can be obtained by searching Database D207 of the DAVIS for group codes and search descriptors. Word changes to descriptors are not authorized. For any one production, do not list a field group code more than once; however, more than one descriptor may be listed under a field or group code.

Block 7. Synopsis. Use specific descriptive and substantive words or phrases in describing the thrust of the production. Answer the questions, "who," "what," "where," "when," and "why" to write the synopsis. The synopsis of a classified production shall not contain any information that will cause the synopsis itself to be classified.

Block 8. Communications objective. Enter the key teaching points and what the viewer is expected to learn or be able to do after viewing the production.

Block 9. Target audience. Enter the military occupational specialty name and code or civilian career field name and series (such as, Still Photographer-84B20 J8 or Manpower Management, GS/GM 343). If the production is intended for all military and civilian career fields (such as, general safety) enter *All Military and Civilian Career Fields*. If product is intended for public release, enter *Public*.

Block 10. Milestone dates. All entries must be in YY/MM/DD format

Block 10a. Production approval date. Enter the actual production approval date of the highest level of approval by VI management.

Block 10b. Date DAVIS updated. Date is entered by the data entry clerk at time of DAVIS record creation.

Block 10b(1). User Name. User name will be entered by the data entry clerk at time of DAVIS record creation of updates.

Block 10c. Date product purchased. For category 1, enter date product was received by the MACOM OR installation VI library. For all category 2 and 3 products, enter date product was received by authorized distribution activity.

Block 10d(1). Script initiation date. No data required.

Block 10d(2). Script approval date. Enter the actual script approval date.

Block 10d(3). Production initiation date. No data required.

Block 10d(4). Production completion date. Enter the date the production was completed. If this is an off-the-shelf production, enter the original production date found in the commercial source brochure.

Block 10d(5). Reproduction completion date. No data required.

Block 10d(6). Distribution date. Enter actual date that all copies made for distribution are ready for shipment.

Block 10e. Catalog entry date. This field is reserved for catalog entries and DAVIS entries will be made by the distribution activities only.

Block 10f. Revalidation date. Enter the date written revalidation is received by the VI manager at the highest level of approval required.

Block 10g. Production status. Mark appropriate box.

Block 10g(1). Proposed. Mark this box when requirement is first submitted

Block 10g(2). Completed. Mark this box when production has been completed and distributed.

Block 10g(3). Cancelled. Mark this box if the production has to be cancelled prior to the distribution phase with reason for cancellation in field 16a.

Block 11. Acquisition source. If funds have been expended on this production such as script completion TDY or footage shot enter the cost in field 17.

Block 11a. CO/CO contractor produced. Mark this box if the production house is a contract facility (commercially owned and commercially operated).

Block 11b. GO/CO contractor produced. Mark this box if the production facility is owned by the U.S. Government and operated by a commercial contractor.

Block 11c. Government produced. Mark this box if the production is managed and produced by Federal employees

Block 11d. Government or DOD adopted. Mark this box when adopting a product from another DOD Service or Government agency (such as U S Air Force or Department of Transportation).

Block 11e. Commercial off-the-shelf purchase. No data required.

Block 11f. Commercially adopted. Mark this box when requested product is purchased from a commercial source

Block 12. Primary contacts.

Block 12a(1). Organization and office symbol. Enter name of production activity and its Army office symbol.

Block 12a(2) Telephone numbers. Enter DSN and commercial phone numbers of the assigned production activity.

Block 12a(3). DVIAN. Enter the DVIAN of assigned production activity.

Block 12b(1). Organization and office symbol. Enter name and office symbol of the contracting office.

Block 12b(2). Telephone numbers. Enter DSN and commercial phone numbers of the contracting office.

Block 12c(1). Vendor's name. Enter the name of the commercial vendor.

Block 12c(2). Vendor s mailing address. Enter the mailing address of the commercial vendor.

Block 12c(3). Vendor's telephone number. If known enter the area code and phone number of vendor.

Block 13. Records center and distribution activity contacts. For category 1 products information will be entered by the production activity. For category 2 and 3 products information will be entered by JVISDA.

Block 14. Reproduction rights

Block 14a. Government Only. Entry in this field is made only after legal review determination.

Block 14b. DOD Only. Entry in this field is made only after legal review determination.

Block 14c. No reproduction rights. Entry in this field means that no legal review has occurred or that legal review determines that DOD has no reproduction rights.

Block 15. Currency status. Mark appropriate box.

Block 15a. Current. Enter an X if the production is current. Enter the date of the last review in field 15d.

Blocks 15b and c. Historical/Obsolete. Enter an X when productions are declared historical or obsolete.

Block 15d. Date. Enter the date of last review or date declared historical or obsolete.

Block 15e(1). Organization and office symbol. Enter the name of the organization of the person conducting the status review and the office symbol.

Block 15e(2). Mailing address. Enter the complete mailing address of the reviewer including ZIP + 4.

Block 15e(3). Telephone numbers. Enter both the DSN and commercial telephone numbers including area code of the reviewer.

Block 16. Remarks

Block 16a. Administrative remarks (non-catalog). This field is reserved for distribution information or appropriate remarks required by the Army.

Block 16b. Catalog remarks. If the production is to be published in a catalog this field is reserved for catalog information required by the Army.

Block 16c(1). Search Number. Enter search number or the exemption paragraph number.

Block 16c(2). Requester. Enter original requesters name organization and DSN.

Block 16c(3). Conducted by. Enter name organization and DSN of person who conducted subject search.

Block 16c(4). Validator. Enter name organization and DSN of highest level functional validator.

Block 16c(5). Approval. Enter name organization and DSN of person at highest level approving the production.

Block 17. Direct Costs

Blocks 17a–d In-House. Enter direct costs (in whole dollars) for materials supplies manpower and travel for each specific phase of productions completed in a Government-owned Government-operated facility.

Blocks 17e–h. Contract. Enter direct costs (in whole dollars) that are applicable to each of the specific phases of production completed in a contractor facility including Government-owned, contractor-operated facilities.

Block 17i. Contract administrative costs. Enter the direct Government costs associated with the administration of this contract production.

Block 17j. Grand Total. Enter the total of 17e–i.

Figure 6-2. Example of a completed DD Form 1995

Department of the Army
Justification and Approval
For Other Than Full and Open Competition

Program: (Enter program title)

Authority: 10 U.S.C. 2304(c)(1) Amount: (enter estimated cost)

Prepared by: (Type the preparer's name, position title, and DSN phone number,)

POC: (Type the name of knowledgeable person responsible for this program, position title, and DSN Phone number)

Technical: (Type the name of person capable of answering questions regarding technical aspects of the program, position title, and DSN phone number)

Requirements: (Type the name of the person who originated the requirement(s), position title, and DSN Phone number)

I have reviewed this J & A and find the justification adequate to support other than full and open competition.

Program

Manager: (Type the program manager's name, DSN phone number, and date, and provide space for a signature)

Staff Judge

Advocate: (Type the Staff Judge Advocate's name, DSN phone number, and date, and provide space for a signature)

Advocate for

Competition: (Type the Advocate for Competition's name, DSN phone number, and date, and provide space for a signature)

1. Contracting Agency: The U.S. Army Visual Information Center, proposes to award a contract as described herein under the authority of this Justification and Approval (J&A) for other than full and open competition.
2. Description of Action: It is proposed to award a firm fixed price contract on other than full and open competition to (enter name of firm to which the award is to be made).
3. Description of Supplies/Services: The U.S. Army Visual Information Center proposes to procure by negotiation a total of (enter each format and quantity required, such as 35 VHS tapes, and the title of the production)
4. Authority Cited: The statutory authority permitting other than full and open competition for this action is 10 U.S.C. 2304 (c)(1), only one responsible source, as implemented by FAR 6.302-1.

Figure 6-3. Sample format and recommended text for justification and approval for other than full and open competition

Department of the Army
Justification and Approval
For Other Than Full and Open Competition

5. Reason for Authority Cited: (Enter name of firm) is the sole source for this program. They hold the copyrights and distribution rights.
6. Efforts to Obtain Competition: A notice was placed in the Commerce Business Daily on (enter date) under Solicitation Number (enter solicitation number).
7. Actions to Increase Competition: No other action will be taken to increase competition since the above stated source holds the copyrights and distribution rights.
8. Market Survey: Market place is continually being surveyed for new matter sources as well as current information on subject.
9. Interested Sources: (Enter names of all interested sources).
10. Other Factors: (choose one of the following:)
This is a new procurement.
N/A.
(Name of firm) is the known source which has the desired videotape program to accomplish the required training objectives.
None expected.
11. Technical Certification: I certify that the supporting data under my cognizance which are included in the J & A are accurate and complete to the best of my knowledge and belief.

(Enter the name and position title of the person making the technical certification, date, and provide space for a signature)
12. Requirement Certification: I certify that the supporting data under my cognizance which are included in the J & A are accurate and complete to the best of my knowledge and belief.

(Enter the name and position title of the person making the requirement certification, date, and provide space for a signature)
13. Fair and Reasonable Cost Determination: I hereby determine that the anticipated cost for this contract will be fair and reasonable. A price analysis will be used to determine a fair and reasonable price.

(Enter name and position title of person making the fair and reasonable cost determination, date, and provide space for a signature)

Figure 6-3. Sample format and recommended text for justification and approval for other than full and open competition

Department of the Army
Justification and Approval
For Other Than Full and Open Competition

14. Procuring Contracting Officer Certification: I certify that this J & A is accurate and complete to the best of my knowledge and belief.

(Enter the name of the procuring contract officer, date, and provide space for a signature)

APPROVAL

Based on the foregoing justification, I hereby approve the procurement of videotapes entitled: (title), on an other than full and open competition of funds, and provided that the services and property herein described have otherwise been authorized for acquisition.

(Enter name of approval authority, position title, date, and provide space for a signature)

Figure 6-3. Sample format and recommended text for justification and approval for other than full and open competition

GENERAL RELEASE
(Participation is without Remuneration)

The United States Government has requested that I grant, release, and discharge certain rights arising from my participation in a videotape or motion picture film, telecast, video recording or videodisc entitled: "Fundamentals of Small Arms", PIN 708867 or PAN A0102-910805-0001 which is being made by or produced for the United States Government.

This grant, release, and discharge of rights to the United States Government is made freely and without expectation of recompense of any kind, in full cognizance of the risks inherent in the operational techniques employed in the production, including, but not limited to, the focusing of lights upon me; and in contemplation of the reliance by the United States Government upon the rights herein granted and released.

I hereby grant and release to the United States Government the following rights:

a. To use my name, and the photographs, likenesses, acts, poses, plays, and appearances made in connection with the said production in any manner; to record, reproduce, amplify, simulate, filter or otherwise distort my voice and all instrumental, musical, and other sound effects produced by me; and to reproduce, duplicate, publish, exhibit, use or transmit the same or any parts thereof, by any means, in any manner and for any purpose whatsoever; and to use the same perpetually.

b. To "Double" or "Dub" my voice, acts, poses, plays, and appearances, and all instrumental, musical and/or other sound effects produced by me to such extent as may be desired by the U.S. Government.

This voluntary grant and release will not be made the basis of a future claim of any kind against the U.S. Government. I release and discharge the U.S. Government from any cause of action arising from my participation in the production.

This grant, release, and discharge shall inure to the benefit of the United States Government, and its officers, agents, servants, and employees when acting in their official capacities; and to persons, firms or corporations contracting with the Government, and their heirs, executors, administrators, successors, or assigns; and to any other persons lawfully reproducing, distributing, exhibiting, or otherwise using the said production or any portion thereof.

John J. Doe
(Signature)
JOHN J. DOE
(Typed Name)

DATE: 3 August, 1991

Witness:
State O'Theart
(Signature)
State O'Theart
(Typed Name)

Figure 6-4. Sample format and recommended text for a general release for work without compensation.

GENERAL RELEASE WHERE TALENT FEE OR OTHER
REMUNERATION OR RECOMPENSE ACCRUES TO THE PARTICIPANT

The United States Government has requested that I grant, release, and discharge certain rights arising from my participation in a videotape, motion picture film, telecast, video recording or videodisc entitled: **"Fundamentals of Small Arms"**, PIN 708867 or PAN A0102-910805-0001 which is being made by or produced for the United States Government.

This grant, release, and discharge of said rights to the United States Government is made in full cognizance of the risks inherent in the operational techniques employed in the production, including, but not limited to, the focusing of lights upon me; and in contemplation of the reliance by the United States Government upon the rights herein granted and released.

I hereby grant and release to the United States Government the following rights:

a. To use my name, and the photographs, likenesses, acts, poses, plays, and appearances made in connection with the said production in any manner; to record, reproduce, amplify, simulate, filter or otherwise distort my voice and all instrumental, musical, and other sound effects produced by me; and to reproduce, duplicate, publish, exhibit, use or transmit the same or any parts thereof, by any means, in any manner and for any purpose whatsoever; and to use the same perpetually.

b. To "double" or "dub" my voice, acts, poses, plays, and appearances, and all instrumental, musical and/or other sound effects produced by me to such extent as may be desired by the U.S. Government.

I release and discharge the U.S. Government from any cause of action arising from my participation in the production.

This grant, release, and discharge shall inure to the benefit of the United States Government, and its officers, agents, servants, and employees when acting in their official capacities; and to persons, firms or corporations contracting with the Government, and their heirs, executors, administrators, successors, or assigns; and to any other persons lawfully reproducing, distributing, exhibiting, or otherwise using the said production or any portion thereof.

John J. Doe
(Signature)

JOHN J. DOE

(Typed Name)

DATE: 5 August, 1991

Witness:

State O'Heart
(Signature)

State O'Heart

(Typed Name)

Figure 6-5. Sample format and recommended text for a general release for compensated services

GENERAL RELEASE for
Participation of Minor Children

The United States Government has requested that I grant, release, and discharge certain rights arising from the participation of infant or minor child over whom I exercise custody in a videotape or motion picture film, telecast, video recording or videodisc entitled: "How to Say No", PIN 69015 which is being made by or produced for the United States Government.

This grant, release, and discharge of said rights to the United States Government is made freely and without expectation of recompense of any kind, in full cognizance of the risks inherent in the operational techniques employed in the production, including, but not limited to, the focusing of lights upon the infant or minor child; and in contemplation of the reliance by the United States Government upon the rights herein granted and released.

The rights hereby granted and released to the United States Government by the infant or minor child and/or the parents or lawful guardians of the child are as follows:

a. To use the name, and the photographs, likenesses, acts, poses, plays, and appearances of said infant or minor child made in connection with the said production in any manner; to record, reproduce, amplify, simulate, filter or otherwise distort the child's voice and all instrumental, musical, and other sound effects produced by the child; and to reproduce, duplicate, publish, exhibit, use or transmit the same or any parts thereof, by any means, in any manner and for any purpose whatsoever; and to use the same perpetually.

b. To "double" or "dub" the voice of the infant or minor child or the acts, poses, plays, and appearances of the infant or minor child, and all instrumental, musical and/or other sound effects produced by the said infant or minor child to such extent as may be desired by the U.S. Government.

This grant and release will not be made the basis of a future claim of any kind against the U.S. Government. I release and discharge the U.S. Government from any cause of action arising from the participation of the infant or minor child in the production.

This grant, release, and discharge shall inure to the benefit of the United States Government, and its officers, agents, servants, and employees when acting in their official capacities; and to persons, firms or corporations contracting with the Government, and their heirs, executors, administrators, successors, or assigns; and to any other persons lawfully reproducing, distributing, exhibiting, or otherwise using the said production or any portion thereof.

THE PERSON OR PERSONS GRANTING AND RELEASING THE RIGHTS set forth above are as follows:

John J. Doe
(Signature)
JOHN J. DOE
(Typed Name of Parent or
Lawful Guardian)

John J. Doe, Jr.
(Signature, if over Age 14)
JOHN J. DOE, JR.
(Typed Name of Infant or
Minor Child)

DATE: 5 August, 1991

Witness:

State O'Heart
(Signature)

STATE O'HEART
(Typed Name)

Figure 6-6. Sample format and recommended text for a release for participation by minor children

RELEASE GRANTING THE UNITED STATES GOVERNMENT PERMISSION TO
PHOTOGRAPH OR OTHERWISE RECORD THE VISUAL IMAGE OR SOUND OF
PRIVATE PROPERTY

(Use for real estate, buildings, or other structures and vehicles, equipment or things, not the property of the United States Government)

The United States Government has requested that I grant, release, and discharge certain rights arising from visual and/or aural appearance of certain property (hereinafter more fully described) possessed by me or otherwise in my lawful custody, in a videotape or motion picture film, telecast, video recording or videodisc entitled: "How to Say No", PIN 69015 or PAN A0102-910805-0001 which is being made by or produced for the United States Government.

This grant, release, and discharge of rights to the United States Government is made with full cognizance of the risks inherent in the operational techniques employed in the production, and in contemplation of the reliance by the United States Government upon the rights herein granted and released.

I hereby grant and release to the United States Government the following rights:

a. To use the photographs, electronic or other recordings, drawings, sketches, or other renderings of the visual aspects of the property made in connection with the said production in any manner; to record, reproduce, amplify, simulate, filter or otherwise distort any sound generated by or any ambient sound emanating from sources controlled by me which are perceptible within the limits of said property at the time of production; and to reproduce, duplicate, publish, exhibit, use or transmit the same or any parts thereof, by any means, in any manner and for any purpose whatsoever; and to use the same perpetually.

b. To "double" or "dub" any sound generated by or any ambient sound emanating from sources controllable by me which are perceptible within the limits of said property at the time of production to such extent as may be desired by the U.S. Government.

This voluntary grant and release will not be made the basis of a future claim of any kind against the U.S. Government. I release and discharge the U.S. Government from any cause of action arising from the operations incident to the said production on, about, and/or within the said property.

This grant, release, and discharge shall inure to the benefit of the United States Government, and its officers, agents, servants, and employees when acting in their official capacities; and to persons, firms or corporations contracting with the Government, and their heirs, executors, administrators, successors, or assigns; and to any other persons lawfully reproducing, distributing, exhibiting, or otherwise using the said production or any portion thereof.

DESCRIPTION OF THE PROPERTY AND LOCATION (ADDRESS) IF APPLICABLE: White 3-
bedroom house with brown trim and roof, located at 1814 Nodrive Road, Perfect
Rock Development, Rosewood, VA 23600

The person granting and releasing the rights set forth herein is the (owner)
(custodian) of the property described above. If custodian, indicate the name
and address of the individual or corporate owner. JOHN J. DOE

John J. Doe
(Signature)

DATE: 5 August, 1991

JOHN J. DOE
(Typed Name)

Witness:

State O'Heart
(Signature)

STATE O'HEART
(Typed Name)

Figure 6-7. Sample format and recommended text for a release granting permission to photograph or otherwise record image or sound of private property—continued

RELEASE GRANTING THE UNITED STATES GOVERNMENT PERMISSION TO
RECORD AND REPRODUCE PROGRAM MATERIAL TRANSMITTED BY
EDUCATIONAL OR COMMERCIAL BROADCAST STATIONS

The United States Government has requested that the hereinafter named copyright owner or his authorized agent grant, release, and discharge certain rights arising from the recording and reproduction of certain radio and/or television program material (hereinafter more fully described), the said copyrights to which are owned or otherwise lawfully controlled by the copyright owner or his authorized agent, in connection with the use of the program material in whole or part in the manner described below. This grant, release, and discharge of said rights is made freely and without expectation of recompense of any kind, and in contemplation of the reliance by the United States Government upon the rights herein granted and released.

The following rights are hereby granted to the United States Government:

a. To record, reproduce, amplify, duplicate, and distribute the work or part thereof within the organizations, agencies, and activities of the United States Government.

b. To exhibit, use, or transmit via closed circuit video and/or audio systems the radio and/or television program material which constitutes the copyrighted work.

c. To release and discharge the United States Government from any cause of action arising from the recording, reproduction, or other use of the program material.

This grant and release will not be made the basis of a future claim of any kind against the U.S. Government.

This grant, release, and discharge shall inure to the benefit of the United States Government, and its officers, agents, servants, and employees when acting in their official capacities; and to persons, firms or corporations contracting with the Government, and their heirs, executors, administrators, successors, or assigns; and to any other persons lawfully reproducing, distributing, exhibiting, or otherwise using the program material in the manner herein specified.

DESCRIPTION OF THE PROGRAM MATERIAL: (Here provide specific information with respect to the title of the program, the amount of the program sought to be used, and the date and time period in which the program is anticipated to be broadcast.) **"How to Remove a Splinter", to be broadcast in it's entirety.**

DESCRIPTION OF THE USE TO BE MADE OF THE PROGRAM MATERIAL: (Here state whether the material is to be transmitted via a closed circuit system, incorporated into a video recording, motion picture film, videodisc, or some other medium. Identify fully the final use which is to be made of the material and the purpose of that use.) **Will be shown to medical students throughout the Army via closed circuit system.**

The person granting and releasing the rights set forth herein is the (copyright owner) (agent of the copyright owner) of the program material described above.

Figure 6-8. Sample format and recommended text for release granting permission to record and reproduce program material transmitted by education or commercial broadcast stations

(If agent, indicate the name and address of the individual or corporate copyright owner.) JOHN J. DOE, MD

The above release is hereby granted, royalty free. Credit line (is) (is not) requested.

John J. Doe, MD
(Signature)

DATE: 5 August, 1991

JOHN J. DOE, MD
(Typed Name of Copyright
Owner or Authorized Agent)

Witness:

State O' Theart
(Signature)
STATE O'THEART
(Typed Name)

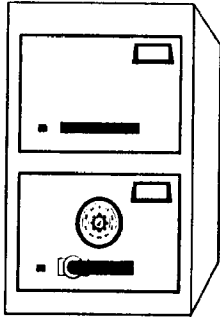
Figure 6-8. Sample format and recommended text for release granting permission to record and reproduce program material transmitted by education or commercial broadcast stations—Continued

T.V. 12 FLD

M.P. 11 FLD

-8 1/2 FLD. SAFETY

SECRET C332Z.01



OFFICE OF ORIGIN: _____

CLASSIFIED BY: _____

DECLASSIFY ON: _____


SECRET

Figure 6-9. Sample format for a classification title

T.V. 12 FLD

M.P. 11 FLD

-8 1/2 FLD. SAFETY



UNITED STATES

ARMY

presents

Figure 6-10. Sample format for a presentation title for an Army-produced program

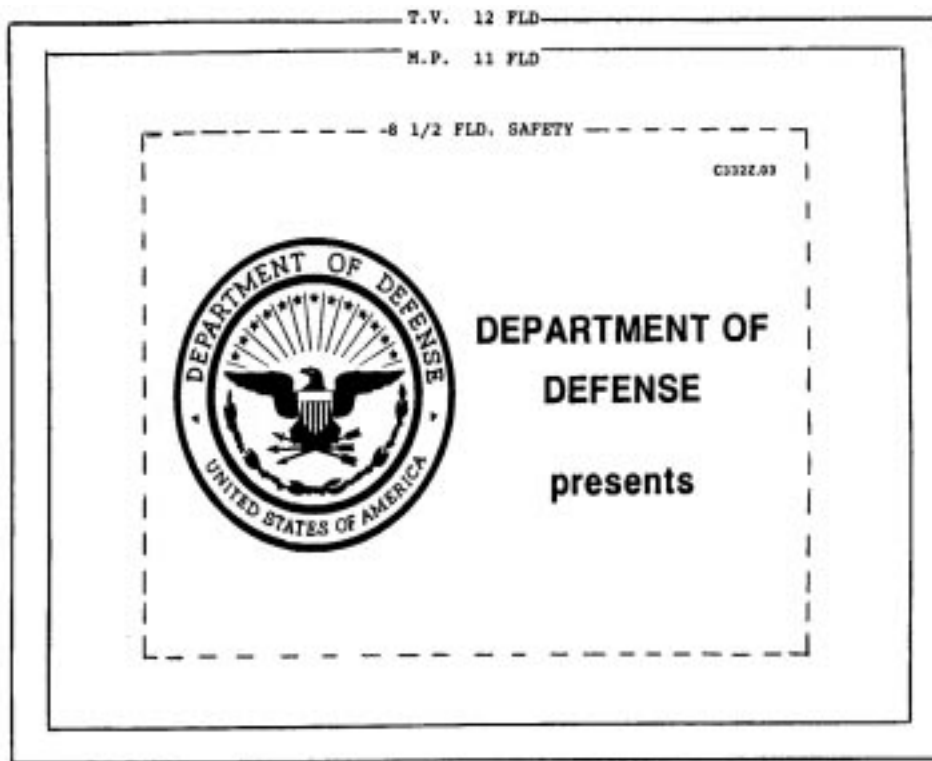


Figure 6-11. Sample format for a presentation title for a DOD-produced program

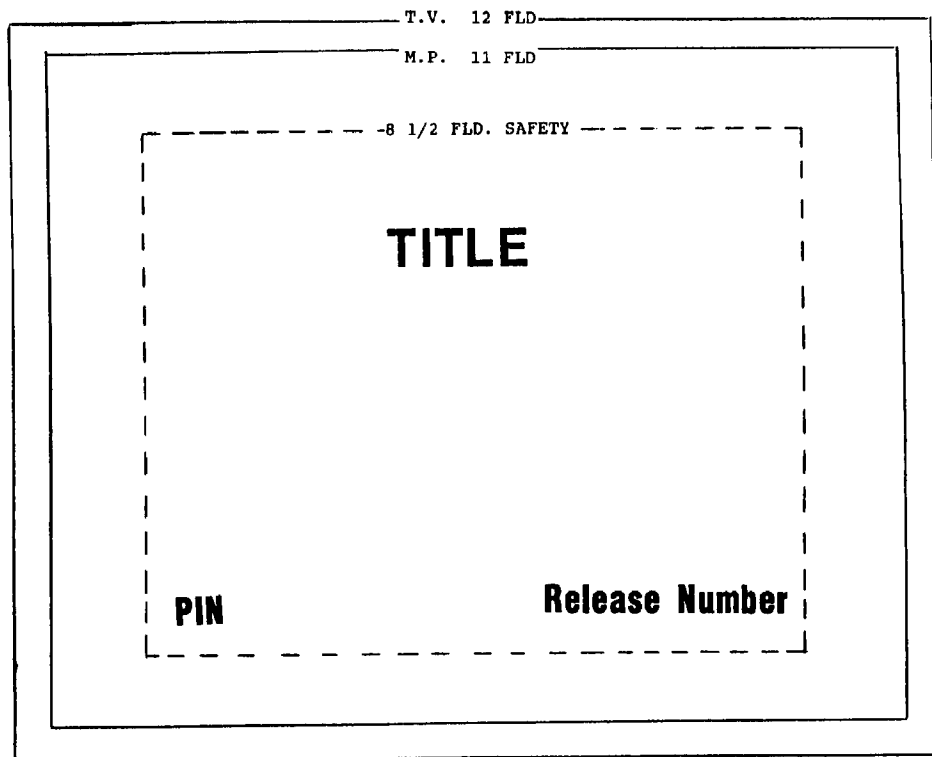


Figure 6-12. Sample format for a main title for an Army-produced program

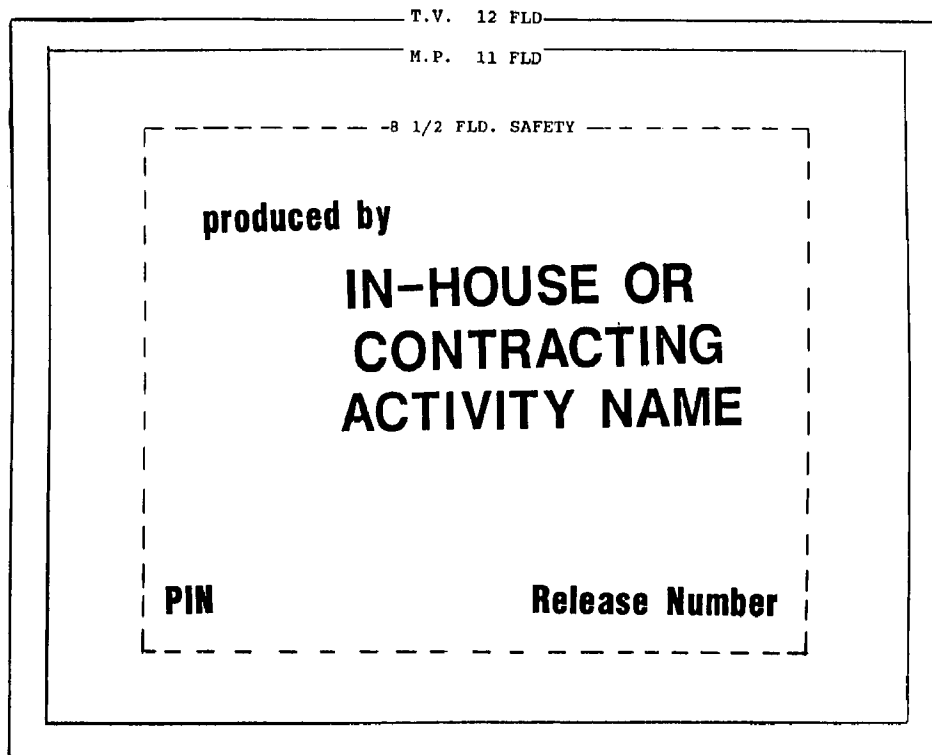


Figure 6-13. Sample format for an end title to an in-house or contractor-produced program

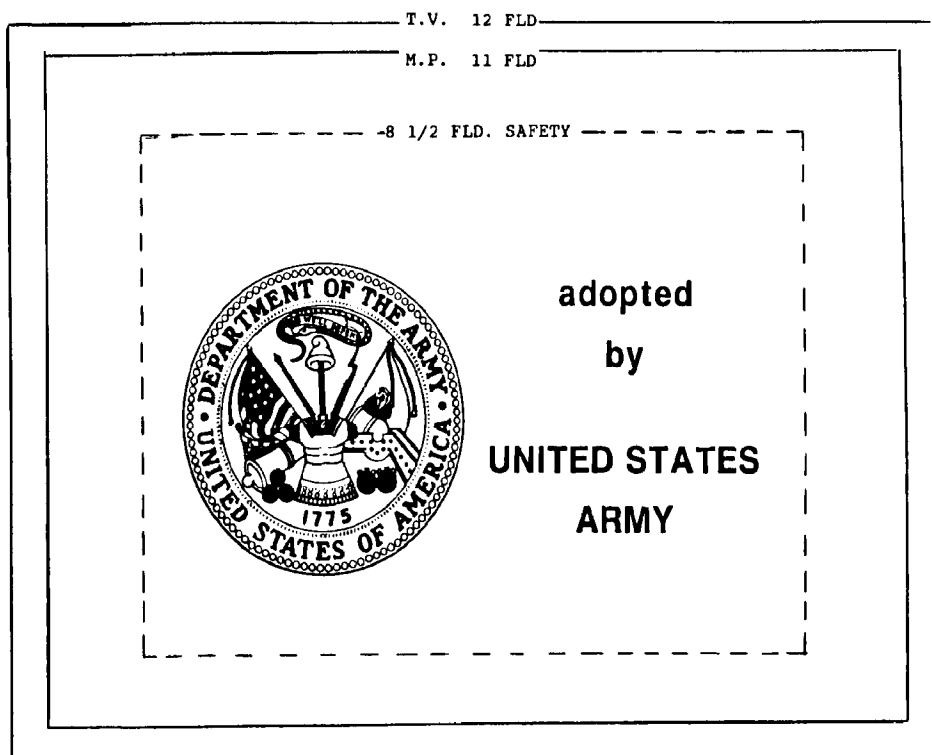


Figure 6-14. Sample format for an end title for an adopted production

Chapter 7 Joint Visual Information Service

7-1. Support for several components

JVIS activities are VI activities operated and maintained by a military department to support more than one DOD component. These activities provide DOD-wide visual information support and are managed and operated separately from local visual information activities.

7-2. JVIS executive agents

a. The Army has been designated as the military department which performs the following centralized functions that would otherwise be exercised by each DOD component individually. Each activity listed below plans, programs, and budgets for personnel, material, and equipment required to support their JVIS missions. These resources will be planned, managed, and controlled as separate, dedicated, identifiable entities.

(1) The U.S. Army Visual Information Center provides VI services (television, graphics, still photography, presentation services, and equipment or product loan) in support of OSD, OJCS, and other DOD and Federal agencies in the National Capitol Region (NCR) (except Fort Belvoir and its Engineer Proving Ground). It also provides centralized capability to rent, lease, purchase, and contract for VI productions and products in support of DOD components (see para 7-5 for additional information). The center operates and maintains a centralized VI product distribution activity in support of all DOD components. Finally, it operates the inventory control point (ICP) for all DOD VI products assigned for accountability and distribution (see para 7-6 for additional information).

(2) Television-Audio Support Activity, U.S. Army Information Systems Engineering Command (ISEC), USAISC, provides a centralized capability to design, engineer, and initiate procurement actions for commercially available nontactical VI equipment and systems in support of all DOD components (see para 7-3 for additional information).

(3) HQDA (Office of the Surgeon General), Armed Forces Institute of Pathology, operates and maintains a centralized still photography and motion media records center for medical pathology materials to support all DOD components and the Veterans' Administration Hospitals.

b. The Air Force as executive agent provides centralized motion media records center support for DOD components, including the Army, Federal agencies, and public sector groups.

c. The Navy as executive agent provides a centralized still media ready-access file and records holding center in support of all DOD components, including the Army, Federal agencies, and public sector groups.

d. The DIA is the executive agent for a still and motion media records center for intelligence imagery to support all DOD components including the Army.

e. The National Security Agency operates and maintains a still and motion media center for cryptologic materials in support of all DOD components including the Army.

f. The Defense Nuclear Agency operates and maintains a still and motion media center for nuclear test materials in support of all DOD components including the Army.

7-3. Television Audio Support Activity (Also see chap 5 for procedures on using T-ASA's design and engineering capabilities and development of project documents.)

T-ASA does the following:

a. Assists Army VI activities with engineering support to install systems, conduct on-site surveys, and to design, engineer, and evaluate existing and new equipment and systems. Provides recommendations on systems upgrading, procurement, on-the-job training on new equipment and systems, and maintenance training. Prepares procurement data packages of VI systems and equipment and technical evaluation of bids and proposals for compliance with technical

specifications. Designs special applications for VI systems with appropriate drawings. Performs operational testing of equipment groupings to determine compatibility and suitability of different manufacturers' equipment:

b. Provides spare parts listings, develops new equipment training (NET) plans, equipment notices, and operator and maintenance manuals for VI equipment.

c. Develops and implements materiel fielding plans and prepares integrated logistic support (ILS) plans.

d. Prepares or distributes commercial manuals, equipment notices, and technical data.

e. Prepares performance standards on minimum essential performance criteria for VI systems.

f. Prepares VI input to the Army materiel plan (AMP) to support maintenance funding.

g. Provides commodity management of nontactical commercially available VI systems and supplies in support of AMC (Communications-Electronics Command).

h. Develops VI acquisition planning guidance including annual identification and programming of requirements to ensure obligation of all funds.

7-4. Contracting, replication, distribution, loan, and foreign military sales of VI products

USAVIC provides centralized Army and DOD contracting, replication, and distribution of VI productions (videotape, motion picture, and videodisc) and procurement of commercial off-the-shelf acquisitions. Within the Army, this organization is the only VI activity authorized to contract productions in total (versus services contracts for scripting or a portion of a production; for example editing, narration, and similar services). USAVIC also provides loans of category 3 and 4 Army productions to visual information libraries; manages the foreign military sales (FMS) of visual information productions to friendly governments; and manages the Army records holding area for visual information productions.

7-5. VI contracting

a. Production requirements generated from Army requesters, DOD, or other Federal agencies for contracting visual information productions and for commercial off-the-shelf acquisitions will be forwarded through visual information channels to AVIMO for assignment to a JVIS facility for contracting.

(1) *Project officers.*

(*a*) Upon assignment of a production for contracting, a JVIS project officer will be assigned to the production to ensure that the project acquired is cost-effective and that the production techniques meet DOD, Army, and industry visual information standards.

(*b*) The project officer serves as the single contracting officer's representative (COR) and is the only individual authorized to initiate expenditures of Government funds with a contracted production activity.

(*c*) The project officer will contact the functional proponent CR (See chap 6, para 6-15.) to initiate the start of the project and request transfer of funds.

(*d*) The project officer will arrange for an activation conference with the customer representative and the technical adviser (See chap 6, para 6-16.) and other personnel as required. Before the conference, the project officer will provide an information packet detailing the purpose of the conference and the duties and responsibilities of each participant to each attendee.

(*e*) The project officer also arranges the transfer of funds to the U.S. Army Visual Information Center (ASQNV-ZA-B), WASH, DC 20310-4800 with a copy furnished to AVIMO and USAVIC (ASQNV-OJVT); develops a production cost analysis, and obtains script and production approvals from the proponent. The CR will ensure that script and production approvals are provided in time to meet production milestones.

(*f*) The project officer prepares the final DD Form 1995-2 showing actual costs to JVISDA within 30 working days after receiving the contractor's request for final payment.

(g) The project officer forwards the official project folder to JVISDA with the master and preprint material.

(2) *The contracting officer.*

(a) The contracting officer is the authorized representative acting within his or her scope of authority expressly delegated in his or her warrant to contract for the United States Government within the limits of the law.

(b) This officer negotiates and approves contracts. Any changes to the production or contract that change the obligation of the Government or the contractor will be approved by the contracting officer. Approval of said changes cannot be delegated.

(c) To ensure proper contract administration, the contracting officer may delegate the following tasks to the project officer: ensure contractor compliance with technical requirements of the contract; conduct prescript, preproduction, performance surveys, and all other technical conferences required by the contract; notify the contractor to correct any deficiencies; accept the services performed by the contractor as specified in the contract.

(d) The contracting officer will also advertise a production for bids in the Commerce Business Daily within 15 days of receiving funds; ensure that a bid panel review is held within 5 working days of closing date; obtain the "best and final bid" within 5 working days of bid panel review; sign the contract within 10 working days after receipt of the "best and final bid"; and ensure that all contracts (except for scripting) are signed no later than 10 September of each year.

b. Status reports.

(1) A status report will be provided to AVIMO and USA-VIC (ASQNV-PPD) by the fifteenth working day of each month. This report will provide the following information:

(a) PIN

(b) Title.

(c) Requester.

(d) Date of assignment.

(e) Activation date.

(f) First draft script completion date.

(g) Final completion script date.

(h) Script approval date.

(i) Date of advertisement.

(j) Closing date.

(k) Contract award date.

(l) Production completion date.

(m) Production approval date.

(n) Project officer.

(o) Special comments.

(2) A monthly status report will also be provided to the customer or the proponent MACOM or FOA VI manager.

7-6. Joint Visual Information Service Distribution Activity (JVISDA)

a. Functions. The JVISDA will provide centralized release and distribution of Army, Navy, Marine Corps and DOD motion media with sound (videotape, motion picture, interactive videodisc, and slide/sound). It will serve as the Army records temporary holding area for motion media with sound.

(1) All category 3 and 4 visual information productions will be distributed through the JVIS distribution activity. Requests for exceptions to this policy will be addressed to AVIMO.

(2) JVISDA will distribute VI productions either by distribution from JVISDA to visual information libraries located at most military installations or by distribution from JVIS through the visual information libraries to specific end users identified by the requester.

b. Storage. The JVISDA may store original material for a period of 5 years for the Army, Navy, and Marine Corps. At the end of 5 years, the material will be retired to the DOD Motion Media Depository. Earlier retirement is authorized.

c. Quality control inspections.

(1) Inspectors must consider the following factors when examining in-house or contract motion picture or videotape productions:

(a) *Motion picture.* Negative and positive scratches, cinch marks,

water marks, chemical stains, negative and positive dirt, color balance, timing, number and condition of splices, sound fidelity, synchronization, and condition of perforation.

(b) Videotape and videodisc masters. Loss of sound, loss of video, drop outs, scratches, tape stretching, glitches, video noise, skewing, scalloping, banding, color hue, and saturation, synchronization, loss of sharpness due to generation usage, and serration.

(2) All copies of every commercial off-the-shelf acquisition are inspected by the above standards.

d. Production files.

(1) *Official production files.* These files contain production approval documents, distribution lists, DD Forms 1995-1 and 1995-2 (initial and final), travel orders, funding documents, final script, production contract, music and general releases, the legal review, and similar documents.

(2) *Distribution files.* These files contain information on the number of copies, prints, or videodiscs, the formats distributed, shipping labels, and other pertinent information related to the distribution of a VI production.

e. Release numbers.

(1) Upon completion of each Army category 3 and 4 visual information production, JVISDA will assign a release number. The MACOM or FOA may request assignment of this number telephonically (DSN 795-7827) or in writing.

(2) This number will be affixed to the main title frame of the production along with title or subtitle and PIN and on the leader markings.

(3) This number can be assigned 30 days before the production is completed.

f. Replication.

(1) JVISDA will replicate all Army category 3 and 4 productions. Exceptions to this policy must be approved by AVIMO. Replication will be accomplished with in-house resources or by commercial contract.

(2) JVISDA may authorize a local authorized VI activity to replicate 25 or fewer copies of Army owned material to meet immediate training needs.

g. Classified productions. JVISDA will provide storage facilities for all classified Army, Navy, and Marine Corps productions.

h. Commercial acquisitions. JVISDA will prepare initial procurement documents, verify vendor prices, and confirm availability of funding.

i. Monthly VI Bulletin. JVISDA will publish and distribute a bulletin announcing the release of new, obsolete, historical, and cancelled productions. This bulletin will be distributed to all authorized VI libraries and other authorized recipients.

j. Foreign military sales. JVISDA will process all foreign military sales requests for VI productions. It will:

(1) Prepare planning and review (cost).

(2) Determine availability and releasability.

(3) Acquire and ship product.

k. Freedom of Information Act requests. JVISDA will check classification, copyright restrictions, and currency status, and obtain public affairs clearance, if required. JVISDA will recommend to DISC4 whether to release or deny release.

l. Defense Automated Visual Information System. JVISDA will update the DAVIS D201 file upon distribution of all Army products. JVISDA will also update the DAVIS when a production has been declared obsolete by the proponent.

m. Cross-reference with other Services. JVISDA will provide initial input and update of DOD, Navy, and Marine Corps DAVIS records.

Chapter 8 Defense Automated Visual Information System (DAVIS)

Section I Overview of DAVIS

8-1. Databases in the DAVIS

The DAVIS is a DOD-wide automated data processing (ADP) system for management of VI products and activities. It includes a VI products database covering production, procurement, inventory, distribution, project status, and archival control of VI productions, and a VI database that includes activities, facilities, personnel, equipment, and funds. The Office of the Assistant Secretary of Defense (Public Affairs) (OASD(PA)) administers the overall DAVIS and provides policy guidance concerning the management and operation of DAVIS functions.

8-2. Installation or activity VI manager

VI managers at the installation level will:

- a. Program for and maintain DAVIS-compatible ADP terminal equipment and software.
- b. Ensure that all information required for the VI Annual Activity Report, RCS DD-PA-(A)1438 (DD Forms 2054/1 and 2054/2) and Production Report, RCS DD-M-(AR)1381 (DD Forms 1995-1 and 1995-2) is accurate and reported as required.
- c. Schedule and fund training of DAVIS operators as required.
- d. Request DAVIS access codes required to meet mission requirements.
- e. Review information obtained from the DAVIS products file and available commercial production sources to determine if an acceptable production exists, is planned, or is being prepared by a DOD organization or Federal agency and if DOD has reproduction rights.
- f. Ensure that each DAVIS search is identified by a serially assigned search number.
- g. Report DAVIS file discrepancies for correction to the MACOM or FOA VI Manager.
- h. Ensure security of user names and passwords and implement appropriate policies and procedures that authorize use of files by individuals under their control.

8-3. MACOM and FOA managers

VI managers at the MACOM and FOA level will:

- a. Ensure annual DAVIS entry of all information required for the VI Annual Activity Report, RCS DD-PA-(A)1438 (DD Forms 2054/1 and 2054/2) is accurate and timely.
- b. Ensure timely DAVIS entry or update, when authorized, of VI Production Report, RCS DD-M-(AR)1381 (DD Form 1995-2) and ensure that information is complete, current, and accurate.
- c. Forward installation requests for DAVIS access codes to AVIMO for approval.
- d. Review DAVIS subject searches for completeness and accuracy.

8-4. USAVIC

USAVIC will:

- a. Maintain a complete user list to ensure effective use of the DAVIS.
- b. Monitor catalog field entries to ensure the data is complete and accurate.
- c. Initiate action, as appropriate, to correct deficiencies in the Army files and reports.
- d. Provide standards and guidance for procedures for conducting subject searches.
- e. Advise appropriate DOD components of erroneous or incomplete DAVIS records so they may correct them.
- f. Process requests for DAVIS access codes (D201, D202/D203, D207 files).
- g. Maintain control of DAVIS edit identification codes.

8-5. AVIMO

The AVIMO will:

- a. Develop Army DAVIS policy and procedures.
- b. Maintain liaison with OASD(PA) and other DOD organizations which manage DAVIS files and maintain Army files.
- c. Manage the Army files in the DAVIS.

Section II DAVIS Management

8-6. Army DAVIS access

To enter DAVIS, a subscriber must have an assigned user name and password. To obtain access, a memorandum requesting access (specifying point of contact, level of access, mailing address, Defense Switched Network (DSN) and commercial telephone numbers, and whether access to the Defense Data Network (DDN) is required) must be forwarded through command channels to AVIMO.

- a. *Level 1 Access.* This level authorizes the user to retrieve and read information contained within the DAVIS files.
- b. *Level 2 Access.* In addition to retrieval, the level 2 user may create, update, or alter Army records in a file without further verification.

8-7. Password security

- a. There are three types of DAVIS passwords.
 - (1) *User access password.* This password will be computer generated and changed every 90 days.
 - (2) *File password.* This password is assigned to all DAVIS files.
 - (3) *Editor passwords.* These passwords are assigned to DAVIS editors. These passwords will be changed when a turnover in personnel occurs or a password has been violated.
- b. Each DAVIS user will maintain password security.
- c. If a user password is compromised before the next automatic change, the user must change the password using the password function from the main DAVIS menu.
- d. AVIMO must be notified immediately if an edit password might have been compromised. The old password will be deleted and a new one assigned.

8-8. Mandatory DAVIS entries

The DAVIS D201 products file will be updated a minimum of four times during the life cycle of a category 2, 3, or 4 production.

- a. *Initial entry.* An initial entry creates a new DAVIS record for all DA approved or DOD assigned category 2, 3, or 4 products. An initial entry is also required for all category I adoptions upon approval and change of category. Initial entry will be made by the office providing DAVIS D201 file support for the assigned production facility.
- b. *Update.* A DAVIS record will be updated when the script and production have been completed (fields 10d2, 10d4, 17a or 17e, and 17b or 17f of the DD Form 1995-2). Update information will be provided by the production facility to the supporting activity with DAVIS responsibilities.
- c. *Distribution.* A DAVIS record will again be updated by the JVISDA after a product has been distributed.
- d. *Disposition.* The JVISDA will make a final entry after a product has been declared obsolete or historical.
- e. Additional updates are required when significant changes are effected or as appropriate to maintain realistic life cycle management.
- f. The DAVIS D202/D203 facilities file will be updated annually by the MACOM and FOA VI managers or their designees. The updates consist of the entries from DD Forms 2054/1 and 2054/2. Instructions and input dates will be provided annually through the appropriate channels.

8-9. Exceptions to mandatory entry

- a. The DAVIS file will be updated when a category 2, 3, or 4 production is cancelled by the DAVIPDP manager. The update will reflect each production phase completed and all costs associated with each of those phases. A statement in field 16a (DD Form

1995-2) explaining the reasons for cancellation is also required. The DAVIPDP manager will perform the update cancellation.

b. The DAVIS file will also be updated when a contract for a commercial acquisition is cancelled. Update will be completed by JVISDA and will reflect reasons for contract cancellation.

8-10. Training

Each MACOM and FOA VI manager will ensure that all DAVIS users receive adequate training.

8-11. Subject search procedures

The procedures listed below will be used when performing DAVIS or National Audiovisual Center (NAC) subject searches.

a. The requester or functional proponent, management official, or SME will provide key words which best identify the content and subject matter of the requirement to the VI activity management official performing the search. Key words must be as specific as possible. A title search is not acceptable as a subject search since the title does not always reflect the product content.

b. All searches must be conducted within the "products" (D201) database. Although there are several ways in which to conduct a subject search, only the following procedures and output will be accepted as a valid search and documentation for attaching to the DD Form 1995-1. The printout must contain the search parameters (that is, key words searched) as well as the results.

c. Key words must be separated by a conjunction. If the conjunction "and" is used, the computer will be looking for a record that contains all of the key words. If the conjunction "or" is used, the search will be broader because a record may contain only one of the key words.

8-12. Subject search numbers

a. Each DAVIS subject search will be identified by a serially assigned search number. The search number consists of the DAVIS user name, followed by four digits representing sequential number of the search (assigned by fiscal year); the year, month, and day (YY/MM/DD) on which the search was conducted; and a single letter (A or B) indicating the result of the search. An "A" indicates that no productions on the subject were found; a "B" indicates that one or more productions were found. Each part of the search number shall be separated by a hyphen. An example is USERNUMBER- 0023-890724-A.

b. When the subject search reveals that a production exists but is unacceptable to the proponent, a written justification must be documented stating why the product is unacceptable.

c. Subject search parameters will be forwarded with DD Forms 1995-1 and 1995-2 for approval on ail category 2, 3, or 4 production requirements.

8-13. Subject search exemptions

Exemptions include:

- a. Those items having a security classification.
- b. Those materials certified as having subject matter and applicability limited to a specific MACOM or FOA or functional area within the Army.
- c. Those multi-image products using extensive specialized projection equipment and special electronic programmers.

8-14. DAVIS equipment

a. DAVIS terminal must be Digital Equipment Corporation (DEC) VT100 compatible.

b. Personal computers (PCs) may be used providing the communication software is X-modem protocol compatible (that is, XTALK, CALL, and so forth). This will allow the PC to function as a VT100 terminal.

c. Modems must be Bell 212A compatible with 300 or 1200 baud rates.

8-15. Communication

Currently there are two methods of contacting the DAVIS computer (DDN and DSN).

a. DDN is a Government owned and operated communication system used to transmit electronic data. Currently DDN does not charge the customer, but all DAVIS users should be prepared to program funds in the event of charge back. Access to DDN may be obtained by contacting the INFOCEN service desk, DSN 785-6175/6176, at Wright-Patterson AFB.

b. The DSN is a Government owned and operated voice communication system. It was not designed to transmit electronic data and its use is not recommended if DDN is available.

Chapter 9 Documentation

9-1. The visual record

The Army Visual Information Documentation Program (AVIDP) provides a visual record of significant Army events and activities. This information is acquired primarily for operational purposes. OSD, the OSA, the OJCS, HQDA, and field commands use these visual images in both tactical command and control decision making, strategic planning, and management through presentations and reports. In addition, doctrinal, combat, materiel, and training developers use these records for analysis and in reports and briefings to support their programs. Public affairs offices use these products to keep Army personnel informed. The portion of the material which has lasting value or historical significance is then acquired and archived for historical purposes.

9-2. VI documentation (VIDOC)

VIDOC is the use of motion media, still photography, and audio to record technical and nontechnical events as they occur. Such events are usually not controlled by the recording crew. VIDOC encompasses Combat Camera (COMCAM), Operational Documentation (OPDOC), and Technical Documentation (TECDOC).

a. COMCAM is tactical VI documentation covering air, sea, and ground actions of armed forces in combat and combat support operations, and training activities such as exercises, war games, operations, and peacetime engagements. (See para 9-4d.) COMCAM imagery, acquired using still photo, video, and motion picture cameras, allows command, control, and management authorities who may not be on the scene to visualize the essence of ongoing activities. COMCAM records of DOD activities are an important, and often the only, source of operational and technical imagery and information for decision-making at all levels and for informing the public via public affairs (PA) dissemination. COMCAM requirements should not be confused with PA or press media pool requirements. While COMCAM imagery may eventually be used for PA purposes, its primary use is as an operational decision-making tool. COMCAM personnel must be allowed access to information and areas that might otherwise be denied to PA and media personnel. COMCAM personnel must be allowed to photograph all aspects of an operation or event; decisions on classification, sensitivity, or public release may be made afterward through intelligence, operations, and PA staff coordination. COMCAM imagery requirements include, but are not limited to:

(1) Key actions before, during, and after mobilization, deployment, force generation, and force employment.

(2) Documentation for assessing the effectiveness of force preparations, support operations, and attainment of objectives; problem identification; evaluating the effectiveness of weapons systems and equipment; intelligence-related activities; medical support and intelligence; PA purposes; and countering enemy propaganda.

(3) Historical documentation.

(4) Stock footage.

b. OPDOC is VI documentation of activities to inform about people, places, and things. It is general-purpose documentation normally done in peacetime. Most VI activities at troop installations perform OPDOC as a major part of their mission. Common support activities (chap 3) provide OPDOC to all units, staffs, agencies, and

organizations which require VI support to accomplish their missions. Examples are public affairs, command information, construction and renovation projects, safety office reports, fire department reports, personnel and community affairs projects, military full-length photographs, and many other types of support too numerous to list in this pamphlet. Much OPDOC material has only transitory, temporary (nonrecord) value, but much also has lasting importance and must be preserved

c. TECDOC is documentation of an actual event made to evaluate it. Typically, technical documentation contributes to the study of human or mechanical factors, procedures, and processes in the fields of medicine, science, logistics, research, development, test, and evaluation, intelligence, investigations, and armament delivery. TECDOC has a high potential for becoming permanent record material. VI activities at proving grounds, missile ranges, hospitals, research centers, and similar installations are primarily engaged in TECDOC, but may also perform OPDOC to some extent. Timely identification and preservation of record material is important for all VI activities, but especially so for those concerned with TECDOC.

d. See paragraph 9-6 for detailed instructions on disposition of record COMCAM, OPDOC, and TECDOC.

9-3. Management liaison

VI managers will maintain close liaison with staff and operational personnel to coordinate plans for continuous documentation of official Army operations and activities. Specifically, MACOM VI managers will maintain regular contact with the command DCSOPS or DCSIM staff to be sure that the training and exercise and war plans include COMCAM. FM 101-5 permits including an annex specifically addressing combat camera operations. The VI manager must ensure that these annexes are regularly reviewed and updated.

9-4. Requests for special documentation projects

Special Documentation Projects (SDPs) are major projects which require resources beyond those normally available to the sponsoring command.

a. *Coordination.* HQDA and joint service staff agencies which require VI documentation will coordinate all requirements through AVIMO. The AVIMO will develop support plans, prepare support requests, assign special documentation project numbers, task for coverage with the command or commands best suited to provide documentation, and arrange delivery of the completed project materials.

b. *Requests from MACOMS.* Commanders who need VI documentation, including COMCAM, which their existing MACOM VI activity resources cannot provide, will submit a request for assistance through command channels to the AVIMO. The message address is DA WASH DC//SAIS-PDD-V//. The telephone number is DSN 225-6000/2528/3729 or commercial (202) 695-6000/2528/3729. AVIMO will arrange for COMCAM support depending on the scope of the operation and the general interest in the coverage by other Army and DOD commands and agencies. Requesters should provide the following information when requesting support:

(1) The name of the operation or exercise, dates, and a brief description of what will occur, and the security classification.

(2) Anticipated dates and locations coverage will be required

(3) Media required (still photo and still video, motion picture, videotape, or similar technology.)

(4) Why the coverage is needed.

c. *Funding.* Currently, most OJCS or joint service requests are funded by OJCS. Internal Army requirements must be supported by the requester, preferably as direct support (rations, transportation facilities, billeting, security requirements, and so forth), or if this is not feasible, by providing funds in lieu of such support, or a combination of the two. As a practical matter, support will usually be a combination, such as:

(1) Funds to pay for transportation costs to and from the operational area, soldiers' per diem (if warranted), and materials unique to the mission.

(2) Direct support in the form of local transportation, rations, and billeting in the operational area.

d. *U.S. Army Combat Pictorial Detachment.* The Army currently has one organized deployable unit to support Army-wide and joint service COMCAM requirements, the U.S. Army Combat Pictorial Detachment (CPD), based at Fort Meade, Maryland. This detachment has teams (2 to 8 soldiers) that provide 35 mm still photography, 1/2-inch VHS and Betacam videotape, high-band 8 mm videotape, and electronic still video to support Army and joint operational requirements. One team is composed of airborne-qualified soldiers; another has extensive air assault training, and all teams train to perform COMCAM missions in tactical conditions in all climates. Their primary wartime mission is to provide immediate deployable COMCAM support for peacetime engagements and they also perform a wide variety of OPDOC missions in peacetime. CPD soldiers are equipped with necessary VI equipment, field equipment, and weapons. Supported commands must provide billeting, tactical transportation, and funding through the command DCSIM.

9-5. Record VI documentation

Record VI documentation is the Army's, and ultimately the nation's, permanent official visual history. As such, it must meet high standards for both technical quality and subject matter.

a. *Subject matter criteria.* Generally, VI materials are selected as part of the permanent record only if they meet one or more of the following subject matter criteria:

(1) The readiness posture of units.

(2) Major military operations, campaigns, exercises, and maneuvers.

(3) Major Army peacetime engagements, including disaster relief, civil disturbance control, environmental protection, and related subjects of national interest or significance.

(4) Programs and projects that commanders have determined will affect national or Army policy and therefore must be retained by the Army.

(5) Significant RDTE projects.

(6) Construction of major systems, facilities, and installations.

(7) The President of the United States or a member of his or her family.

(8) A significant military event, such as an activation, deactivation, or deployment of a division or larger unit; a promotion to General or higher rank; a change of command by the commanders of a MACOM or larger unit; the award of the Medal of Honor, or other events of similar or greater import.

(9) An outstanding example of military life. This category encompasses documentation which would not normally fit any of the above categories but is of uncommonly good technique and craftsmanship, and depicts a subject with unusual clarity and impact. Examples would be exceptionally high-quality images of soldiers at work, using recently fielded items of new equipment, in unusual or extreme climates, enjoying life as a military family, or other similar examples depicting today's Army. Although the story may not in itself be of great consequence, the outstanding way it is told makes it worthy of inclusion in the permanent record.

(10) Specific subjects at the request of AVIMO.

(11) General Officer "official selection" portraits.

b. *Technical standards.* Photos selected for the permanent record should meet high technical standards. Still photos which are poorly exposed, lightstruck, out of focus, have obvious processing defects, are scratched or finger marked, or contain other blemishes will rarely be retained. Motion picture film and videotape will be selected on similar technical criteria, and also judged on lighting quality, camera steadiness, sequence quality, and similar attributes. Only when the subject matter is truly history-making and no other record is known to exist will obvious technical shortcomings be overlooked.

c. *Duplicate photos.* When selecting photos, avoid sending duplicates or near-duplicates of the same scene. If a series of several good shots of what is essentially the same picture exist, select only

the best one for submission. Records centers will not acquire duplicate images; their submission is a waste of time and effort.

9-6. Disposition of record material

a. At a minimum, MACOM VI managers will ensure that at the end of each fiscal quarter, each DVIAN in the command (authorized to perform activities designated type A, B, C, D, F, or G, per AR 25-1) screens all original material taken during the preceding quarter to determine its value for retention and nomination as record documentation. For example, on the last day of March, each required activity will screen material taken between 1 October and 31 December and forward nominated material to the Commander, U.S. Army Visual Information Center, Room 5A470, The Pentagon, (ASQNV-OL (Visual Media Library)), WASH, DC 20310-4801. Motion media and still media should be sent as separate packages. Send nominations within 20 days of the end of the fiscal quarter (31 December, 31 March, 30 June, 30 September). VI managers who determine that their facilities have no material to submit must instead send a written memorandum stating that fact. Figure 9-1 shows the flow of the nomination and screening process.

b. During joint operations in which the Joint Combat Camera Center is active, original materials will be forwarded from the JCCC to AVIMO. AVIMO will in turn forward the materials to the VML.

(1) Still photography.

(a) *Processed material.* Send the original transparency, or the original negative with two full-frame prints on 4-inch by 5-inch paper, and one complete caption per submitted exposure. Cut roll film into individual frames and insert them into 4-inch by 5-inch paper or glassine negative preservers together with the two prints and the caption typed on plain paper. Identify each print and caption by the VIRIN. When cutting negatives from rolls, include as much handling area as possible, including unexposed leader and where possible, approximately half of an adjoining, unselected frame. Take care that the emulsion sides of neither the negative nor the print comes into contact with the glue seam of the preserver. Where room exists, mark negatives with VIRIN directly on the base side with India ink or acetate marking pen. Send 35mm transparencies in 2-inch by 2-inch mounts, with the VIRIN marked on the base side of the slide in the top margin of the mount. Ship larger transparencies the same way as negatives, including accompanying prints.

(b) *Unprocessed materials.* Occasionally, it may be necessary to ship unprocessed still film directly to the Visual Media Library for immediate screening. Identify each roll by VIRIN (except frame number) or SDP number and include the completed captions sheets, DD Form 2537 (Visual Information Caption Sheet). Slate each roll so that a slate image will appear on every contact sheet. For 120 rolls and 35mm rolls of 36 or fewer exposures, one slate per roll is adequate. For 220 and 70 millimeter rolls, shoot one slate every 16 exposures (4-1/2 cm by 6 cm frames), 12 exposures (6 cm by 6 cm frames) or 10 exposures (6 cm by 7 cm frames). Package unprocessed film in a sturdy shipping container and send it either by U.S. Postal Service first class mail or by a commercial shipping firm. (See AR 380-5 for information on handling classified material.) Clearly mark the outside of the container, "Unprocessed photographic film. Do not X-ray."

(2) *Videotape and motion picture film footage.* Ship original video tapes and motion picture film with completed legible captions sheets (DD Form 2537). Trims and outtakes from video and motion picture productions, if they meet the criteria described in paragraph 9-5, will be submitted. This material must also be accompanied by captions. Duplicate of original videotapes are acceptable only in 1-inch format; even though these are no longer in the strict sense originals, they will be coded as "VTO" in their VIRIN. Duplicate tapes should not be edited except to remove technically unusable sections. Slates should be preserved. Activities which ship original tapes but wish them returned may request this in the accompanying shipment documents. In those cases, the Visual Media Library (VML) will return the original tapes within 60 days of their arrival at the Pentagon. Identify processed motion picture film by marking the project title and VIRIN in indelible ink on each film can label,

film reel, and head and tail leader. Identify videotapes by marking the project title and VIRIN on the cassette label or tape reel and on the cassette or reel container. Occasionally, it may be necessary to ship unprocessed motion picture film directly to the VML for immediate screening. In those cases, slate each roll and identify each can by the VIRIN or the SDP number, and write captions so the recipients can identify the rolls by their slate numbers.

(3) *Shipping documents.* All shipments will be accompanied by two copies of DD Form 1149 (Requisition and Invoice/ Shipping Document). Figure 9-2 shows an example of a completed DD Form 1149. The VML will immediately return one copy to acknowledge receipt of the material. This copy should be placed in a 60 day suspense file, beginning the suspense period on the day the receipt arrives at the originating activity.

(4) *Screening and selection.* The VML will screen the submitted material and select items to be retained for permanent record. The library will return nonselected material to the originator within 60 days of its arrival at the Pentagon. The library will also return a memorandum stating VIRINs of the selected items along with the following quality assurance data:

(a) The percentage, by DVIAN, of submitted items which did not meet the subject matter and technical quality criteria for retention as permanent record material or which, though otherwise acceptable, had correctable deficiencies in the submission package (such as missing captions, misconstructured VIRINs, lacking 4-inch by 5-inch prints, and so forth). Items with correctable deficiencies should be resubmitted, either immediately or with the next quarter's package.

(b) The percentage, by DVIAN, of items which were actually acquired and entered into the permanent record files. For still photos, these percentages will be calculated based on item count. For motion media, the percentages will be calculated based either on footage (motion picture film) or on running time (videotape).

(c) The reasons certain items were not selected and suggestions to help the sender more productively select submissions, along with request for submissions in specific subject areas needed by the library.

(d) For each DVIAN which fails to report as required in paragraph 9-6, the VML will send a memorandum, with copies to the MACOM VI manager and the AVIMO, informing them that no report was received. The AVIMO will file each letter in the authorization file for the DVIAN, to be reviewed when the authorization is due for renewal.

(5) *Duplication.* Local activities, prior to forwarding originals, may make duplicates for retention; however, they should limit them to only those items for which there is a known demand within the command. A lot of submitted material may be returned, creating unnecessary duplication. If the return shipment and accession memorandum are not received by the suspense date, the sender should contact the VML (DSN 225-5558 or 227-0715; commercial (202) 695-5558 or 697-0715) to determine the status of the shipment.

9-7. Advantages of regular submissions

There are significant advantages to a local command which has its important film and videotape on file in a records center. First, records centers store these materials in temperature and humidity controlled vaults, assuring the slowest deterioration of the images no matter what medium is used to hold the image. Second, local commands no longer must pay for the space and administrative overhead to keep the material. Third, copies and prints of the stored images can be ordered very easily, at no cost. Local activities can still serve their customers, but they no longer will be charged against their operating budgets. The VIRIN assigned by the local command can be used to identify material in any DOD or Army records center. (Older identification number systems will also work.) Local activity VI managers can order still media by writing or calling the Department of Defense Still Media Records Center, Wash, D.C. 20374-1681; Telephone (commercial) (202) 433-2166, DSN 288-2166. To order motion media from the JVIA, see the instructions in chapter 7.

9-8. Disadvantages of failure to make regular submissions

Just as submitting record material has advantages, not submitting it has disadvantages. The VML reports each activity's submissions history to AVIMO, including the total number of items submitted and the number which were actually retained in the permanent record. This information is kept on file at AVIMO and helps serve to justify authorization of equipment and personnel to support an activity's documentation mission. While a lack of record material will not usually be used to justify discontinuing a function within an activity, a solid record of regular submissions will certainly help justify its continuance.

9-9. Exceptions

Some VI activities produce a great deal of documentation of temporary (nonrecord) value and interest, but rarely produce documentation which has permanent value. These activities may be exempted from the quarterly reporting requirement only by written approval from the Visual Information Management Office. VI managers desiring this exemption must request it in a written memorandum through command channels to the AVIMO (SAIS-PDD-V) giving full justification for the exemption. This exemption will be only for the regular reporting requirement. Any activity producing material which meets permanent record criteria, no matter how infrequently, must submit it.

9-10. Caption files for local use

Local activities are strongly urged to establish and maintain a permanent file, consisting of the VIRIN and caption of each item they produced which is in a records center. Still media should also include a 4- by 5-inch print similar to the two included in the submissions package. This file can be very useful to local researchers needing historical documents and source materials for projects. This file represents a visual history of the installation extending back 30 years (currently the length of time records are kept at the center). (Records over 30 years old are screened for accession by the National Archives.)

9-11. Captions

An image (whether a conventional still photo, a reel of motion picture film, a videotape cassette, or electronic still video) has absolutely no documentary value without a complete caption. DD Form 2537 is preferred for all captions of record materials. This form may be completed by hand in legible block printing. In emergencies, captions may be completed on any available material and may accompany a shipment. However, the caption information will be retranscribed to DD Form 2537 and forwarded as soon as time permits. An exception is that DD Form 2537 is not required for still photographs submitted from files; these captions may be on plain paper formatted to fit on the back of the accompanying print as described in paragraph 9-6. Images submitted for permanent record will never be retained unless they are properly captioned. Captions will contain the following information:

a. Still media.

- (1) *The VIRIN.*
- (2) *The geographic location.* Identify the military installation where the photo was taken, or the nearest city and State, or nearest city and country if the photo was not taken near an established post.
- (3) *The date the photo was taken.*
- (4) *Subject short title; if it exists, special project number.*
- (5) *Description.* State the name of the operation, exercise, or activity taking place and describe the actions, situations, conditions, and methods used.
- (6) *Personnel.* State the full name, grade, and title or position of all identifiable persons in the picture. Individuals in groups should be identified from left to right. Groups in rows should be identified from top to bottom.
- (7) *Organization.* Identify the unit concerned with the activity and the parent unit to which the organization is attached or assigned.
- (8) *Materiel.* Give the name and model number of equipment in

the picture. Include the serial number when the picture is concerned with an investigation, intelligence, improvements, or test and evaluation.

(9) *Precise location.* State the site where the subject is located, for example, a prominent building, street address, a specific military range, athletic field, distance and direction from a prominent terrain feature, and so forth. For field operations, use the map coordinates and identify the basic map sheet.

(10) *Photographer's name.*

(11) *Abbreviated captions.* An abbreviated caption consisting of the information required in (1) through (4) above may be used on prints provided the requester of the print does not need the full caption and the full caption is available at the originating facility or records center.

b. The following provides instructions and examples of a COM-CAM still photo final caption.

(1) *Heading.* The VIRIN, exposure date, and location are mandatory. A short title should be entered when appropriate. An example of a correctly written heading is, "A2322-SCN-92-000001, 29 Oct 91, Crailsheim, W. Germany, OPERATION REFORGER."

(2) *Body.* Always include who and what; where and when should be in the heading. Why and how must be included if they are known. An example for a wide shot, with no identifiable people is, "Soldiers of A Co, 3/47th Engineers (Ft. Attaberry, IN) make final preparations before emplacing a Mobile Assault Bridge (MAB) across the Weser River during the counteroffensive phase of Exercise Certain Challenge."

(3) *Credit.* Give the photographer's name, rank or grade, and unit or activity name, including installation. For example, the caption above indicates a photo taken in Germany, but if the photographer's unit is in Arizona, the credit would read, "Photo by SSG Thomas Gandy, ISC Photo Lab, Ft Huachuca, AZ."

(4) *Proprietary statement.* On photographs released to customers, including official use customers, the statement (in all capital letters), "PUBLICATION OR COMMERCIAL USE OF THIS MATERIAL REQUIRES RELEASE BY A U.S. ARMY PUBLIC AFFAIRS OFFICER. CREDIT U.S. ARMY PHOTOGRAPH," must be included.

c. The following provides instructions and an example of an OPDOC final still photo caption.

(1) *Heading.* The same information as example in paragraph 9-11b(1) is required, for example, "A4616-SPT-91-000455, 21 Mar 91, Ojojibara Tng Camp, Japan, JOINT TRAINING EXERCISE ORIENT SHIELD."

(2) *Body.* Sometimes the body of a caption needs no "why" or "how." In the example below, the photographer might have guessed, but he really didn't know why the general visited, and how he got there isn't important. Normally, it is not necessary to specify the left to right identification of personalities because that is the standard order. In cases where the principal person is identified out of the normal order, however, "L to R" reorients the viewers. For example, "LTG Charles W. Bagnall, Commander, WESTCOM, (Center) visits the bilateral training exercises of the U.S. and Japanese Armies about 42 Kilometers north of Sendai on Honshu Island. He was accompanied by (L to R) LTG Johnnie H. Corns, CG, USARJ/IX Corps; LTG Ando Katsuhiko, CG, 6th Inf Div, Japanese Self Defense Forces; BG Craig A. Hagen, ADC, 25th Inf Div (Light); and COL Robert L. Jackson, CDR, 3d Bde, 25th Inf Div (Light)," would be a good way to identify members of a group accompanying a prominent subject.

(3) *Credit.* The same information as required in paragraph 9-11b(3) is required, for example, "U.S. Army Photo by Al Chang, Photo Section, DPTM, USASCH, Schofield Bks, HI."

(4) *Proprietary statement.* This is the same as the example given in paragraph 9-11b(4).

d. The following provides instructions and an example of a TEC-DOC caption.

(1) *Heading.* Many technical photos require the time in addition to the date. Some may even require full grid coordinates, for example, "A0349-SPN-89-01453 (S) 2400 Hrs, 21 Jun 89, White Sands Missile Range, ARMY TACTICAL MISSILE SYSTEM."

(2) *Body*. No “who” exists in many TECDOC photos, and if so, there must be a “what.” If a photo is part of a series, the body should identify the length of the sequence and the photo’s position. In the example below, the photo was the first shot of a six-shot series; the other five shots were numbered 001454 through 001458. “An inert warhead TACMS missile is fired at night from Launch Complex #33 in support of Development Test II (1 of 6 shots).”

(3) *Credit*. Civilian photographers are credited normally, for example, “Photo by Earl Heater, DAC, Visual Information Section, White Sands Missile Range, NM.”

(4) *Proprietary statement*. This is the same as the example given in paragraph 9–11b(4).

e. The following provides instructions and an example of a photograph intended as a public affairs release.

(1) *Heading*. Same information as example in paragraph 9–11b(1) is required, for example, “A0303–SPT–91–04765, 17 Jun 91, Ft. Bliss, TX.”

(2) *Body*. Identify all personnel by rank, grade or title; full name, and unit or organization. Include job titles when they relate to the photo. When a photo shows potential for public affairs use, include the subject’s home town. Public release photo captions often include a “why” entry, for example, “PVT Charles A. Wilson, C Co 3d Tng

Bn, 1st Tng Bde (BCT) (Hometown: St. Charles, LA) recovers from a dose of CS gas after going through the gas chamber at the Logan Heights Training Area. The gas chamber exercise is required for all basic trainees.”

(3) *Credit*. Same information as paragraph 9–11b(3) is required, for example, “Photo by SPC Robert J. King, TASC, Ft. Bliss, TX.”

(4) *Proprietary statement*. Even though a photo was shot with a public affairs use in mind, the statement still must appear as given in paragraph 9–11b(4).

f. When captioning motion media (and unprocessed still film or still video shipped directly to a records center), use DD Form 2537. Figure 9–3 has instructions for completing DD Form 2537 for motion media, and figure 9–4 is an example of a completed DD Form 2537. Cinematographers or videographers shooting as part of a combined team from two or more different activities will use individual VIRINs assigned by each camera operator’s parent activity. VIRIN sequence numbers will advance with every cassette, film roll, and still frame exposed (excluding slates). Those working away from their home base activity will be allotted a block of sequence numbers before departing for the mission. VIRINs assigned to exposures which are not selected for use after processing will remain unused.

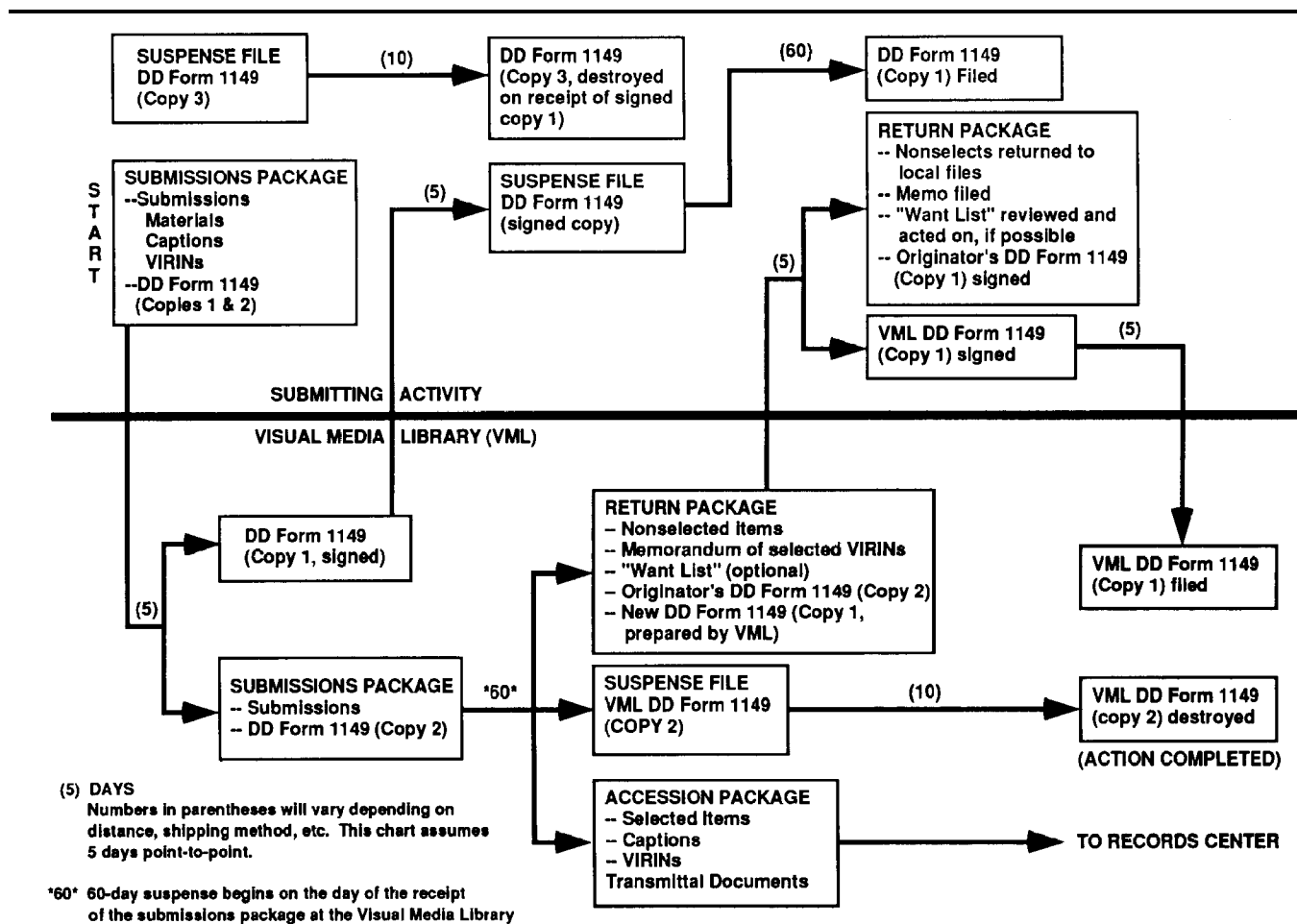


Figure 9-1. Record documentation submission process

VISUAL INFORMATION CAPTION SHEET

(Read Instructions on reverse before completion)

1. PROJECT/EXERCISE NAME OR NUMBER Enter Project Number and Name		2. PROJECT/EXERCISE LOCATION Location of Coverage		3. DATE RECORDED (YYMMDD) 890718-890725	
4. CAMERAPERSON / PHOTOGRAPHER					
a. NAME (Last, First, Middle Initial) Photographer's Name		b. RANK Rank	c. SERVICE NUMBER SSAN		d. ORGANIZATION Unit (& Team if appl)
5. REQUESTING ORGANIZATION Parent Unit complete Postal Address w/ZIP		6. MEDIA TYPE (X all that apply)			
		<input type="checkbox"/> a. STILL PHOTOGRAPHY	<input type="checkbox"/> d. MOTION FILM	<input type="checkbox"/> g. ANIMATION	
		<input type="checkbox"/> b. STILL VIDEO	<input checked="" type="checkbox"/> e. MOTION VIDEO	<input type="checkbox"/> h. OTHER/SPECIALIZED <i>(Explain in Item 19)</i>	
<input type="checkbox"/> c. COMPUTER GRAPHICS		<input type="checkbox"/> f. ARTWORK			
7. ORIGINAL MEDIA (X all that apply)		8. FILM SIZE		9. FILM TYPE	
<input type="checkbox"/> a. STILL PHOTO	<input type="checkbox"/> c. MOTION FILM			10. VIDEO RECORDING MEDIA Camera & format	
<input type="checkbox"/> b. STILL VIDEO	<input checked="" type="checkbox"/> d. MOTION VIDEO				
11. VIDEO PLAYBACK FORMAT (If not NTSC, specify) as applies			12. ORIGINAL SECURITY CLASSIFICATION as applies		
13. IMAGERY RECORD SENT					
a. NATURE (If not original, specify) as applies			b. IF ORIGINAL WAS NOT SENT, EXPLAIN WHY		
14. VIRIN NUMBER(S) (If not listed next to individual scene or photograph descriptions) as applies					
15. DESCRIPTION OF PROJECT, EXERCISE, ACTIVITY OR EVENT BEING RECORDED					
<p>Use this space to provide a broad overview of the activity being captioned. When a team is covering the event in more than one media, such as video and stills, the team chief will usually write this summary and use it as a cover sheet for the captions written by each photographer or camera person. This information is therefore general in nature and is intended to provide a context for the specific details given in block 19. Unless they are the main subject of the project, do not enter unit designations, equipment systems, or personal names here; use blocks 16,17, and 18 for these.</p> <p>Each photographer or camera person uses this space to enter a "master caption," i.e. for the project (or sub-project) he or she is covering. The master caption is similar to a summary, but is more narrowly focused on a small story within the larger, overall story. For example, in Exercise Winston Bassett, SPC Wilson covered three smaller stories: an engineer unit preparing defensive tank positions, a medical unit setting up and operating a field hospital, and a military police company performing rear area security tasks. He would write separate master captions for each of the stories. If the entire project is covered by a single person, then he or she would also write a summary above the master captions. If the story is limited in scope or very simple to tell, the summary and master caption can be combined into a single entry.</p>					
16. ORGANIZATIONAL UNIT SHOWN IN PROJECT, EXERCISE, ACTIVITY OR EVENT Blocks 16,17, and 18 provide information for those looking for images by subject matter. Team leaders preparing a cover page should enter the smallest unit which encompasses the entire activity. In large exercises, this may be units as large as FORSCOM or SOUTHCOM. Individual stories, how					
17. MAJOR EQUIPMENT OR WEAPON SYSTEM SHOWN IN THE PROJECT, EXERCISE, ACTIVITY OR EVENT ever, may require identification of units as small as a platoon or even a single squad. In those cases, the complete unit designation must be entered, such as "2d Squad, 3d Platoon, Bravo Company, 1/505th Infantry, 2d Brigade, 1st Infantry Division. (The major command -- FORSCOM-- was identified in the team chief's summary.)					
18. NAMES OF KEY PERSONS SHOWN IN THE PROJECT, EXERCISE, ACTIVITY OR EVENT					
When entering a key person's name, include his or her job position title and home town. If that person is a member of the exact unit entered in block 16, it need not be repeated here. Otherwise, enter it.					

DD Form 2537, MAR 89

442/079

Figure 9-3. Instructions for completing DD Form 2537

19. CAPTION DESCRIPTION OF PHOTOGRAPH(S) OR SCENE(S) (*List who, what, when, where, why and how*)

Provide here a detailed description of the footage shot, or if used for stills, a caption for each frame or closely related series of shots. Ideally, every frame or camera run should be described in detail, including the frame number, footage count, time code location, etc., the type of shot and a brief description of the action

Sample still Frame:

11-16. SGT Frank Pierce (Hometown: Cumberland MD) and SPC John Colby (Hometown: Las Cruces, NM) both of A Company, secure an M-60 tank to a flatbed rail car using chains and wooden chocks. [other caption details would be in blocks 15-18]

Sample Videotape sequence:

SMPTE 04:36:10 Slate

04:37:00 LS Soldiers of the second platoon advance L to R through grass and palmetto.

04:38:12 MS (trucking shot) 1LT Cunningham talks to the company commander on an AN/VRC-22 radio. (See SPC Jacobs' footage of company commander for other end of conversation).

04:44:48 CU Feet L to R walking through high grass.

04:45:18 CU PSG William A. Jackson (Hometown: Macon, GA) uses hand signals to direct his platoon members.

In fast-breaking situations, such detail may not be possible. In that case, sequence summaries may be used:

SMPTE 04:36:10 Slate

04:37:00 through 04:45:33 Sequence of members of the second platoon advancing through palmetto. Shots include CPT Cunningham using an AN/VRC-22 radio (cuts with SPC Jacobs shots of A Co Cdr) and SFC William A. Jackson (Hometown: Macon, GA) directing his men.

20. COPYRIGHT OR OTHER RIGHTS IDENTIFICATION (*If applicable*)

INSTRUCTIONS

Items not listed are self-explanatory.

ITEM

- 2 Enter the location where the photographs / film/ video described on this caption sheet were taken.
- 5 Enter the organization which requested the imagery.
- 6 Describe media being forwarded to VI Records Center by entering an "X" in the appropriate box or boxes. If 6.h is marked, explain in Item 19.
- 7 Describe medium in which imagery was originally recorded.
- 8 Enter specific film size, e.g. 16mm, 35mm, 4x5, etc.
- 9 Enter specific film type, e.g. Kodachrome 64, Ektachrome 200, Plus-X, etc.
- 10 Specify whether 1", 3/4", VHS, Betacam, M-II, 8mm, etc.
- 11 Specify if PAL, SECAM, HDTV, etc.

ITEM

- 13 If not original imagery, list specific type such as copy negative, duplicate negative, video dub, etc.
- 15 This is the cover story. Give a complete description of the project, exercise, activity, or event being recorded. Provide as much detail as possible.
- 16 Provide the unit designation and its home location.
- 17 Describe the major equipment items or weapon system shown. For example, if there is a photograph or video segment showing A-10s flying over M-1 tanks, enter "A-10 aircraft and M-1 tanks" in this item.
- 18 Include the full name, rank, and position of each person pictured unless all of the above information is included elsewhere on the form and it is indicated which descriptions apply to which scenes or photographs.

21. FOR USE BY RECORDS CENTER

- | | | |
|-----------------------------------|---|---|
| a. RECORD ACCESSION DATE (YYMMDD) | b. PRESENT SECURITY CLASSIFICATION (If different from original) | c. FINDING AID KEYWORDS (Using revised DAVIS Thesaurus) |
|-----------------------------------|---|---|

VISUAL INFORMATION CAPTION SHEET

(Read instructions on reverse before completion)

1. PROJECT / EXERCISE NAME OR NUMBER SDP 89-2 EXERCISE AUTUMN FORGE 89		2. PROJECT / EXERCISE LOCATION Lehrbach, W. Germany		3. DATE RECORDED (YYMMDD) 890718-890725		
4. CAMERAPERSON / PHOTOGRAPHER						
a. NAME (Last, First, Middle Initial) Lewin, Edgar A.		b. RANK SPC	c. SERVICE NUMBER 818-22-2996		d. ORGANIZATION USACPD Team B	
5. REQUESTING ORGANIZATION USAISC (DAIS-PSD-B) Ft. Huachuca, AZ 85613-5000		6. MEDIA TYPE (X all that apply)				
		<input type="checkbox"/> a. STILL PHOTOGRAPHY	<input type="checkbox"/> d. MOTION FILM	<input type="checkbox"/> g. ANIMATION		
		<input type="checkbox"/> b. STILL VIDEO	<input type="checkbox"/> e. MOTION VIDEO	<input type="checkbox"/> h. OTHER / SPECIALIZED <i>(Explain in Item 19)</i>		
		<input type="checkbox"/> c. COMPUTER GRAPHICS	<input checked="" type="checkbox"/> f. ARTWORK			
7. ORIGINAL MEDIA (X all that apply)		8. FILM SIZE		9. FILM TYPE		
<input type="checkbox"/> a. STILL PHOTO	<input type="checkbox"/> c. MOTION FILM			10. VIDEO RECORDING MEDIA Betacam SP		
<input type="checkbox"/> b. STILL VIDEO	<input checked="" type="checkbox"/> d. MOTION VIDEO					
11. VIDEO PLAYBACK FORMAT (If not NTSC, specify) NTSC			12. ORIGINAL SECURITY CLASSIFICATION UNCLASSIFIED			
13. IMAGERY RECORD SENT						
a. NATURE (If not original, specify) ORIGINAL			b. IF ORIGINAL WAS NOT SENT, EXPLAIN WHY			
14. VIRIN NUMBER(S) (If not listed next to individual scene or photograph descriptions) A2306-VTO-89-EL010						
15. DESCRIPTION OF PROJECT, EXERCISE, ACTIVITY OR EVENT BEING RECORDED <p>The 1/75th Rangers took part in exercise Autumn Forge in the Federal Republic of Germany. On 4 October, information from intelligence and patrol sightings led the Rangers to believe that a hostile force was held up in the small town of Lehrbach. After careful planning and study, B Co was reinforced with elements of A Co and HHC and made a sweep through the town to flush out any hostile force that may have been there. Late in the evening, elements of HHC captured enemy forces in another location and brought them back to an interrogation point where they were questioned and searched for weapons and information.</p>						
16. ORGANIZATIONAL UNIT SHOWN IN PROJECT, EXERCISE, ACTIVITY OR EVENT 1st Bn, 75th Rangers						
17. MAJOR EQUIPMENT OR WEAPON SYSTEM SHOWN IN THE PROJECT, EXERCISE, ACTIVITY OR EVENT M16A2, High Mobility Multipurpose Wheeled Vehicle (HMMWV) configured as a field ambulance.						
18. NAMES OF KEY PERSONS SHOWN IN THE PROJECT, EXERCISE, ACTIVITY OR EVENT CPT Arthur E. Brown, Commander, B Co (Hometown: Falls Church, VA) SGT Charles M. Skillings, B Co Field Medic (Hometown: Ladue, MO)						

Figure 9-4. Example of a completed DD Form 2537

19. CAPTION DESCRIPTION OF PHOTOGRAPH(S) OR SCENE(S) *(List who, what, when, where, why and how)*

MASTER CAPTION: HHC Dining facility provided hot A Rations to the Ranger task force prior to the start of the sweep.

09:33:12 Slate

09:33:25 LS Field Mess serving hot A's

09:33:58 LS (different angle) same as above

09:34:17 CU soldier in mess whites serving a portion from a mermite container.

09:34:33 MS Ranger taking carton of milk from a tray. exits left.

09:34:57 LS several Rangers eating

MASTER CAPTION: B Company set up and operated a mobile command post to control the sweep.

09:35:20 LS of exterior B Co C.P. one soldier comes out the entrance and exits right.

09:35:45 LS Interior of C.P. (5.7mm lens). CPT Brown and B Co. XO are updating an overlay on a wall map.

09:36:07 MS CPT Brown using a marker on the map.

09:36:30 CU Hand with marker.

09:36:47 CU CPT Brown's face.

09:36:55 CU XO's face.

09:37:12 RS interior of C.P. CPT Brown and XO exit right.

MASTER CAPTION: B Co provided a field medical team to take care of injuries. It operated in open air from a HMMWV configured as a field ambulance.

09:37:36 MS SGT Skillings tends to the leg of an injured Ranger.

09:37:59 CU SGT Skillings's face as he works.

09:38:11 MS SGT Skillings as he works on the leg.

(CONTINUED)

20. COPYRIGHT OR OTHER RIGHTS IDENTIFICATION *(if applicable)*

NONE

INSTRUCTIONS

Items not listed are self-explanatory.

ITEM

- 2 Enter the location where the photographs / film/ video described on this caption sheet were taken.
- 5 Enter the organization which requested the imagery.
- 6 Describe media being forwarded to VI Records Center by entering an "X" in the appropriate box or boxes. If 6.h is marked, explain in Item 19.
- 7 Describe medium in which imagery was originally recorded.
- 8 Enter specific film size, e.g. 16mm, 35mm, 4x5, etc.
- 9 Enter specific film type, e.g. Kodachrome 64, Ektachrome 200, Plus-X, etc.
- 10 Specify whether 1", 3/4", VHS, Betacam, M-II, 8mm, etc.
- 11 Specify if PAL, SECAM, HDTV, etc.

ITEM

- 13 If not original imagery, list specific type such as copy negative, duplicate negative, video dub, etc.
- 15 This is the cover story. Give a complete description of the project, exercise, activity, or event being recorded. Provide as much detail as possible.
- 16 Provide the unit designation and its home location.
- 17 Describe the major equipment items or weapon system shown. For example, if there is a photograph or video segment showing A-10s flying over M-1 tanks, enter "A-10 aircraft and M-1 tanks" in this item.
- 18 Include the full name, rank, and position of each person pictured unless all of the above information is included elsewhere on the form and it is indicated which descriptions apply to which scenes or photographs.

21. FOR USE BY RECORDS CENTER

a. RECORD ACCESSION DATE (YYMMDD)	b. PRESENT SECURITY CLASSIFICATION (If different from original)	c. FINDING AID KEYWORDS (Using revised DAVIS Thesaurus)
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Chapter 10 Graphic Arts and Still Photography

Section I Graphic Art Services and Products

10-1. Scope of products and services

Graphic arts include the following manual and computer-generated products and services used for official purposes.

a. Conceptualization, design and production of professional quality overhead transparencies, 35 millimeter slides, briefing charts, graphs, and flipcharts.

b. Camera-ready art for photographic reproduction and audiovisual productions (videotapes, motion pictures, and videodiscs).

c. Camera-ready art and illustrations, including desk-top layout, for technical and field manuals, circulars, regulations, booklets, posters, and official brochures. This pamphlet excludes fully automated publishing systems.

d. Self-service graphics may be provided to allow customers to prepare quick turnaround, official graphics for products not requiring professional expertise. Miscellaneous requirements for products such as calendars and picture frames may be obtained from self-service supply centers or local purchase by the users.

10-2. Management concept

a. A graphic analyst (visual information specialist) at the servicing VI activity will discuss specific requirements with each customer. The analyst will advise the customer on how to prepare the most effective product. Customers should avail themselves of local courses or seminars on preparing effective briefings.

b. The customer will submit all requirements as typewritten material in legible block printing or on computer disks readable by the activity's equipment. Presentation content must be reduced, consolidated, or continued over several charts so that it will conform to space requirements for specific slide, viewgraph, or video formats. Handouts containing detailed information should be used to supplement slides or viewgraphs. Seals and logos identifying a customer may be used only on the leadoff slide or viewgraph for use at the start of a presentation. The selection of size and style of typography will be based on briefing location, presentation equipment, and target audience. If space allows, symbols and illustrations may be used to complement the narrative. When it is used, the Army seal will not be altered or obstructed. Customers will use self-service facilities or business graphic software to develop and revise pre-briefing materials. VI activities will accept only approved final drafts for development into final presentation graphics.

c. The graphic activity will prepare camera-ready art and type, interior display (headline) text, illustrations, and informational charts and graphs. Typesetting support should be referred to the local servicing publication and printing activity. VI Support Center graphics activities do not prepare galley formatted text for printing.

d. Quantities of graphics should be limited to two copies of each original. The VI manager must approve any exceptions.

e. Lettering of official certificates by VI support centers will be performed on a "lowest scheduled priority" basis.

f. Requests for designing camera-ready artwork for forms must be coordinated with the customer's local forms manager per AR 25-30.

g. For VI support centers that have CORs, the VI manager must establish priorities and contract for graphic arts projects with commercial graphics shops. Only final drafts that have been judged legible will be allowed to be contracted.

h. Priorities, initially established by the local commander, will be implemented on a day-to-day basis by the assigned VI manager based on work requested, due dates, volume of work on hand, and the relative complexity of the work.

i. All record graphic material leaving the direct control of the originating activity, such as transfer to another activity or submission to a records center, will be assigned a VIRIN number according

to chapters 9 and 13 of this pamphlet. VI managers will establish and maintain a local identification system for graphic products. Local activities are encouraged to adopt the VIRIN as a standard identification system whenever possible. If a non-VIRIN numbering system is adopted, a cross-reference file must be maintained to correlate local numbers with material which was subsequently assigned a VIRIN.

j. All material classified top secret must be submitted to the VI Support Center with a completed DA Form 3964 (Classified Document Accountability Record) and where applicable DA Form 969 (Top Secret Document Record) in compliance with AR 380-5.

Section II Still Photography

10-3. Still Photographic products and services

a. Still photographic products and services in support of official requirements may be requested for the following uses and functions:

(1) Activities, events, or subjects which meet the requirements for OPDOC, TECDOC, or COMCAM, as described in chapter 9 of this pamphlet.

(2) Awards, promotions, enlistments, and similar ceremonies will be photographed subject to availability of resources. Customers are encouraged to plan for group rather than individual ceremonies.

(a) The local activity VI manager will set a policy regarding whether routine release of prints of ceremonies will be in color, or black and white, based on which is less costly. Requests for exceptions to this policy will be justified by the customer and approved by the VI manager or a designated representative.

(b) The VI support center still photographic activity will select the best representative photographs to provide to the customer. Under normal circumstances, contact prints of ceremonies will not be provided to the customer for selection, nor will more than two prints be provided per selected frame. Proper captions will be provided for releasable materials.

(3) Military personnel file full-length photographs required by AR 640-30.

(4) Official portraits for civilian personnel GM/GS-15 and above and officer personnel O6 and above.

(5) Group photographs of three or more persons together, taking part in an official event or serving in an official capacity as part of the historical record.

(6) Passport and identification photographs, as required for official purposes.

(7) Support for the Hometown News Release Program.

b. Authorized photographic laboratory services include the following:

(1) Processing black and white and color film.

(2) Making black and white and color prints. Prints will not be made larger than 5- by 7-inch format unless otherwise justified by the customer and approved by the VI manager. Laboratories should not routinely produce more than two contact sheets per film roll or more than three prints per individual image. Requirements exceeding these guidelines must be justified on the work order form and approved by the VI manager.

(3) Duplicating, processing, and mounting 35mm slides.

(4) Duplicating and processing overhead projection transparencies.

(5) Processing and reproducing 35mm slides and 8- by 10-inch transparencies into 8- by 10-inch color prints.

(6) Copying color and black and white 35mm slides, negatives, and prints. Laboratories should not routinely produce more than one copy negative (or internegative from a transparency) per image. Any request for more than three duplicates of a transparency should be evaluated to determine if such a request amounts to a visual information production.

(7) Laboratories are authorized to process still photographic film (within their capabilities) submitted by anyone, not just official Army photographers, provided the film was exposed to support an official requirement. However, once the laboratory accepts the film,

it becomes United States property and will be disposed with in accordance to the provisions of this pamphlet and AR 25-1.

(8) Senior chain-of-command photographs (President, Secretary of Defense, Secretary of the Army, Chief of Staff of the Army, and Sergeant Major of the Army) may be requested by all Army VI activities from the U.S. Army Visual Information Center, Joint VI Service Distribution Activity, Tobyhanna, PA 18466-5102. The Department of the Army discourages chain-of-command photography at the local level below the installation or activity commander.

10-4. Record documentation

Still photography originals of significant Army events and activities will be reviewed by all producing Army VI activities. Selected photos will be nominated for inclusion in the permanent record and forwarded in accordance with chapter 9 of this pamphlet.

10-5. Identification numbers

All record photographic material leaving the direct control of the originating activity, such as transfer to another activity or submission to a records center, will be assigned a VIRIN number according to chapters 9 and 13 of this pamphlet. VI managers will establish and maintain a local identification system for photographic products. Local activities should adopt the VIRIN as a standard identification system whenever possible. If a non-VIRIN numbering system is adopted, a cross-reference file must be maintained to correlate local numbers with material which was subsequently assigned a VIRIN.

10-6. Classified material

All material classified top secret must be submitted to the VI support center with a completed DA Form 3964 (Classified Document Accountability Record) and where applicable DA Form 969 (TOP SECRET DOCUMENT RECORD) in compliance with AR 380-5.

Chapter 11 Cable Television

11-1. VI use of cable TV

Cable television (CATV) distributes one or more television programs by modulated radio frequency or other signals through a cable distribution system to standard television or radio receivers of subscribers who pay for such a service. VI activities operate only the command channel(s) that are provided as a part of the CATV franchise agreement. See paragraph 11-7 for a discussion of CATV tasks.

11-2. Authorization

Operation of the command channel(s) is a VI function, and as such, VI activity authorization for type H (broadcasting) must be requested by the installation VI manager through VI channels to AVIMO prior to awarding a franchise. The installation VI activity must secure this authorization in order to procure equipment for and operate the command channel(s) provided in the cable television franchise agreement. (See para 11-8c.)

11-3. U.S. Army cable television workbooks

Practical guidance to assist installation personnel in franchising and administering CATV is contained in the U.S. Army Cable Television Workbook, Volumes 1 and 2. These workbooks are available from HQ, 7th Signal Command (ASQN-OP-P), Fort Ritchie, MD 21719-5010.

11-4. OCONUS CATV

a. The American Forces Information Service, OASD(PA), through the Armed Forces Radio and Television Services Broadcasting Center (AFRTS-BC) is the only source authorized to negotiate for or procure and distribute commercial and public broadcasting service programming to U.S. forces overseas.

b. Requests for approval of non-AFRTS cable systems and satellite receiver stations on Army installations overseas will be processed through the MACOM and Unified Command Public Affairs Offices (PAO) through HQDA (OCPA) to OASD(PA) Director, Armed Forces Information Service (AFIS).

c. OCONUS CATV requirements are satisfied in accordance with DOD Directive 5120.20-R, Management and Operation of Armed Forces Radio and Television Service.

11-5. CONUS CATV

a. Section 521, title 47, United States Code (the Cable Communications Policy Act of 1984) governs the Army acquisition and management of CATV systems on Army installations. An Army installation is a franchising authority pursuant to statute and as such is subject to various restrictions concerning acquisition and management of CATV services. The Army is also subject to regulation by the FCC to the extent that those regulations affect the providing of CATV services.

b. Where an installation has not been afforded commercial CATV service, installation commanders are encouraged to seek a suitable franchise. A franchise should, to the extent possible, protect the interest of all categories of installation subscribers to be served by the CATV system (appropriated fund activities, nonappropriated fund activities, and individual subscribers). It is Army policy to achieve full and open competition in the award of a franchise.

c. Where an installation has received commercial CATV service pursuant to a franchise agreement and this pamphlet, then the renewal provisions of the Cable Communications Policy Act of 1984 apply upon franchise expiration.

d. The award of an agreement (franchise) grants a franchise an exclusive right to provide CATV services to those subscribers on an Army installation who desire CATV services. The award itself does not represent a procurement of CATV services for appropriated fund activities, nonappropriated fund activities, or individual subscribers. If such services are procured by appropriated fund activities, they will be procured from the exclusive franchise. An installation commander may direct the award of an agreement even if no appropriated fund activities will be served. The commander may determine that there is sufficient demand among nonappropriated fund activities and individual subscribers to justify the granting of access to a private CATV system.

e. Army policy is to provide exclusive CATV franchises. Upon award, the CATV franchise becomes the sole provider of CATV services on the installation. If, during the term of the franchise agreement, a new service requirement is identified and that requirement is not identified in the agreement, then the incumbent CATV franchise will be afforded the opportunity to meet the newly identified need. If the incumbent franchisee is willing and able to meet the new requirement, it will be allowed to do so, and the agreement will be modified accordingly. If the incumbent franchisee expresses an unwillingness to meet the new requirement, then additional franchise(s) may be awarded. Examples of a franchisee's inability to meet a new requirement would include an inability to finance service into a remote housing area or an inability to do business in another State or county of the installation where the additional service is required.

f. Neither the award of a CATV franchise agreement nor the decision to procure CATV services for appropriated fund activities will in any way obligate the Government to pay for providing CATV services to any nonappropriated fund activities and individual subscriber. Those nonappropriated fund activities and individual subscribers desiring CATV services will enter into their own agreements. Although the Government is not obligated to pay CATV user or connection fees for any subscriber other than appropriated fund activities, nonappropriated fund activities and individual subscribers are nevertheless entitled to the protection and rights inherent in the provisions of the agreement.

g. Franchisees, particularly those installing new on-post CATV systems, have a substantial capital investment which must be amortized in order to prevent unreasonably high user and connection fees. It is necessary to guarantee to a franchise, which otherwise

meets obligations under the agreement, a fixed term of substantial duration. The agreement should have a fixed term of 10 years. However, on rare occasions a lesser term may be specified if, in the judgment of the franchising authority, factors affecting the particular installation would make such a lesser term of years more advantageous to the Government. In no case, however, should the term of agreement be less than 5 years. At the expiration of the 10-year agreement, or an agreement for a lesser term, a new agreement will be awarded following renewal procedures.

h. Army support of commercial CATV services will be regulated. No Army member will be coerced to subscribe to the franchisee's services. Installations will not use military funds or personnel to produce free programming solely for the benefit of a commercial CATV company.

i. Appropriated funds properly available for morale and welfare purposes may be expended for user and connection fees for services to appropriated fund activities that serve the community as a whole and not individual persons. Examples of these activities are hospital patient lounges and barracks day rooms.

j. In considering the acquisition policy for CATV, its relationship to existing Government owned M/CATV systems must be considered and governed by the following:

(1) The entertainment services offered by Government owned M/CATV systems generally are less than those available through an agreement with a commercial vendor. Government owned M/CATV service is furnished for morale purposes only and is provided at Government expense in those cases where services afforded by an agreement cannot be obtained.

(2) Existing Government owned M/CATV systems will be converted to commercial CATV systems by an agreement, wherever practical. Title to existing Government owned M/CATV equipment of cable systems utilized by a franchisee upon conversion to a CATV system will remain with the Government. Title to equipment procured at the franchisee's expense to be used with Government owned equipment in a CATV system will remain with the franchisee. The use of appropriated funds to maintain equipment operated under the agreement is prohibited.

(3) USAISC will operate and maintain Government owned M/CATV which cannot be converted to CATV because of inability to obtain an agreement and for which USAISC has base communications responsibility.

(4) The expenditure of appropriated funds to expand Government owned M/CATV systems to provide entertainment television service to nonappropriated fund activities or individual persons is not authorized unless such M/CATV expenditures are justified under provisions of AR 415-15 and AR 415-20. Request for exception to this policy will be processed through local USAISC elements to HQ, 7th Signal Command. DISC4 will be notified of exceptions granted.

(5) For a discussion of M/CATV, see chapter 12.

k. Requirements for dissemination of official information will be satisfied by authorized CCTV systems (type H VI activities), video teleconferencing facilities (type I VI activities), and the CATV agreement where appropriate. Official programming should be generated from the installation television studio or video teleconferencing activity. Authority for use of M/CATV, CATV, CCTV, or other radio or television systems for internal public affairs purposes is requested under provisions of AR 360-61.

l. The franchisee will not grant undue preference to any subscriber or class of subscribers or subject any subscriber to prejudice or disadvantage regarding rates, charges, service, or service facilities. However, user and connection fees may be reduced for special areas, such as barracks, providing the justification is reduced cost to the contractor and not just an inducement to subscribe.

m. Army CATV service to the Army in CONUS will comply with the National Cable Television Association recommended practices for measurements on cable television systems.

11-6. Franchise fees

a. At the discretion of the installation commander, the Director of

Personnel and Community Affairs (DPCA) or a corresponding official using nonappropriated funds, may collect franchise fees, not to exceed 5 percent of the cable operator's gross revenues.

b. Franchise fees collected from nonappropriated funds may be deposited into the installation Morale, Welfare, and Recreation Fund.

c. In accordance with section 3302(d), title 31, United States Code, those franchise fees collected from appropriated funds must be deposited as miscellaneous receipts into the U.S. Treasury.

11-7. Franchise award procedures and administration

a. The installation commander:

(1) Determines if the services of a commercial CATV system should be introduced or renewed. He or she is the franchising authority at the installation, with authority to delegate such function to the DPCA or a corresponding Installation Morale, Welfare, and Recreation Fund (IMWRF) official.

(2) May direct the award of a franchise agreement even though no appropriated fund activities are to be served, if there is sufficient demand among nonappropriated fund activities and individual subscribers to justify the granting of access to a private CATV system.

(3) May direct, at his or her discretion, the DPCA or a corresponding official using nonappropriated funds, to collect franchise fees, not to exceed 5 percent, of the cable operator's gross revenues and deposit them into the installation Morale, Welfare, and Recreation Fund.

b. Director, Personnel and Community Affairs:

(1) May be designated as the primary authority over the cable franchising or renewal processes.

(2) May, at the discretion of the installation commander, collect franchise fees for CATV, not to exceed 5 percent, of the cable operator's gross revenues.

(3) Assists commanders in introducing or renewing commercial entertainment CATV services.

(4) Acts as the primary point of contact for CATV at the local level and advises other parties as needed.

(5) Upon determination that CATV service is commercially available, designates a primary project officer from within the installation to coordinate the activities of all other organizations.

(6) In coordination with designated installation agencies, the DOIM and the Facilities Engineering Directorate (FED), provide necessary data to include in the agreement regarding the current television system (if applicable, line maps, plats, and other pertinent data concerning utilities, buildings, and identification of potential subscribers).

c. Contracting Officer. A contracting officer will solicit and negotiate proposals, and award, execute, and administer the franchise agreement.

d. Director of Information Management.

(1) Has overall staff management and oversight of CATV at the installation.

(2) Provides technical assistance to the installation contracting officer in determining the technical capabilities of potential CATV offerers, reviewing the CATV offerers' proposals for technical proficiency, and assessing the fair value of existing facilities. Assists the installation contracting officer in ensuring that the technical requirements of the agreements (including request for waivers) are met by the franchisee.

(3) Maintains the cable compliance log for monitoring compliance with the franchise by supervising the demonstration of performance and provides written notice of compliance to the contracting officer.

(4) Uses the resources of the local USAISC and other information management activities to assist in his or her tasks. Ensures timely requests for technical service are submitted to Commander, T-ASA, Sacramento Army Depot, CA.

e. Director, Facilities Engineering (DFAE).

(1) Advises the DPCA of the results of surveys of potential construction and installation sites to determine if special problems or conditions exist. The granting of easements for rights of way in

conjunction with CATV systems will be governed by provisions of AR 405–80.

(2) Inspects the CATV system to determine its effects on real property facilities.

(3) Carries out duties according to AR 600–50.

f. T–ASA. T–ASA assists the contracting officer in ensuring the technical requirements of the franchising agreement are met.

g. *Public Affairs Officer (PAO)*. The installation PAO will support installation programming for the reserved command channel(s) as desired by providing advice and assistance, command information materials and topics, and suggested programming techniques to obtain more effective use of the channels as an information vehicle.

11–8. Regulation of CATV systems

a. *Franchising authority*. The Cable Communications Policy Act of 1984 will be used for regulating CATV providers and will be delineated in the franchise agreement.

b. *Regulation of rates*.

(1) No agreement shall be entered into or an existing agreement modified, which would specify the rates to be charged for basic or premium cable except as stated in (2) below. Basic cable service is defined as any service tier which includes the retransmission of local television broadcast signals. Premium cable service is cable service other than the basic cable service.

(2) Rates for basic cable service may be regulated only if a cable system is not subject to effective competition. A cable system will be determined to have effective competition whenever at least three unduplicated signals serve the cable community. The installation DOIM determines whether or not a cable system is subject to effective competition. If the cable system is determined not to be subject to effective competition, new agreements may specify the rates to be charged for basic cable service. A cable system, once determined to be subject to effective competition, shall not be subject to regulation for one year after any change in market conditions which would cause it to be determined not to be subject to effective competition.

(3) A cable operator may automatically pass through to the basic service rate without franchising authority approval cost increases that are readily identifiable and entirely attributable to the provisions of basic service. Rate increases of this type may be taken in addition to the automatic 5 percent annual rate increase to which the cable operator may be entitled. The contracting officer may request the cost data which the franchisee is relying upon to support such a rate increase.

(4) Where the rate for basic cable service is subject to regulation, a cable operator's request for an increase in rates must have final action taken within 180 days of its presentation to the contracting officer. Otherwise, the request shall be deemed granted unless the 180-day period is extended by mutual agreement between the cable operator and the installation.

c. *Reservation of a channel for Army use*. The Army may require that the CATV franchise reserve on-installation channel(s) for use by the installation. The channel(s) reserved for Government use need not be activated at the same time as the rest of the CATV system. It may be activated at any subsequent time at the option of the Government. When the channel(s) is activated, the restrictions in AR 2S–1, chapter 7, apply.

d. *Use of other channels for programming*. Official Army programming must be kept wholly separate from civilian commercial programming. Consequently, apart from the use of the channel reserved for Government use, an installation may not demand or use time on any other CATV channel for official Army internal information activities. This restriction does not, however, prohibit brief "What's Happening On-Post" programs which are primarily designated to further community relations where basic programs are voluntarily carried by local broadcasters as a public service, or the use of the emergency temporary broadcasting capability.

e. *Programming support for CATV systems*. Although the Army should not become a significant source of special, free visual information materials for broadcast by commercial CATV systems, it likewise should not discriminate against commercial CATV systems

in programming support. All CATV systems should have the same access to Army-produced materials as that given to local television, print, and radio.

f. *Regulation of services, facilities, and equipment*.

(1) A request for proposal may establish requirements for facilities and equipment, but not establish requirements for video programming or other information programming services. The term "video programming" means programming provided by or considered comparable to programming provided by a television broadcast station. However, provisions for video programming or other information delivery services offered by a CATV provider and incorporated into a franchise agreement are enforceable.

(2) Franchise agreements that were not in effect on 29 December 1984, must be reviewed to determine whether such proposals are currently enforceable. If the request for proposal did not specify requirements for video programming services or other information delivery services, but video programming or other information programming services were offered, resultant provisions in the franchise agreement are enforceable.

(3) To restrict the viewing of programming which the subscriber may deem indecent or obscene, a cable operator must provide, upon request, a device by which the subscriber can prohibit viewing of a particular cable service during periods selected by that subscriber. Such devices shall be provided for sale or lease to the subscriber.

g. *Modification of franchise agreements*. Modification of existing CATV franchise agreements may be necessary to adapt to changes in market conditions and consumer demands. Franchise agreement modifications should follow general guidance contained in the Federal Acquisition Regulation (FAR).

Chapter 12 Closed Circuit Television and Master Antenna Television

Section I Closed Circuit Television (CCTV)

12–1. Technical attributes

CCTV is point-to-point signal transmission by cable or directional radiation where the audience is limited by physical control or non-standard transmission. A CCTV system distributes a television program by feeding a composite video signal or a digital video signal to a cable distribution system, terminating in video monitors or digital-to-composite video and video monitor type equipment.

12–2. Authorization

All VI activities must receive authorization (type H, broadcasting) in order to operate CCTV because it involves the expenditure of VI resources.

12–3. CCTV operation

a. CCTV systems are not television broadcasting stations, in that there is no frequency allocation and no FCC licensing.

b. CCTV is used to transmit programming from one central point to end users situated throughout a defined geographic area.

c. Where practicable, CCTV transmissions can be accomplished using an existing local area network (LAN) system.

d. Requests for playback of VI products over the CCTV system can be made using the DA Form 3903–R (Visual Information Work Order).

e. When classified information is to be transmitted over a CCTV system, the equipment must be installed using the provisions of AR 380–19. Transmissions of classified information will be per AR 380–19.

f. It is strictly prohibited to transmit products containing copyrighted material without written permission. Even though the transmissions occur in a closed geographic area, the restrictions of copyright regulations apply. When a request for the playback or transmission of products is made, the VI manager or his designated

representative must assure compliance with copyright laws. Requests to broadcast copyrighted material must be accompanied by appropriate documentation permitting the broadcast of the material, including the restrictions associated with the transmission. The written permission should be filed with the playback request.

g. Generally, programs broadcast on the commercial airwaves are copyrighted; therefore, the restrictions of copyright laws cover the rebroadcast of off-the-air programming through the post CCTV system. Written permission must be obtained from the appropriate authority and filed accordingly. Possession of the source recording or score does not confer any right to rebroadcast in whole or in part.

h. The use of CCTV systems to broadcast programming provided by commercial cable television (CATV) franchises is strictly prohibited. (See chap 11 pertaining to CATV.)

i. CCTV systems may be used to provide multiple users with signals received from video teleconferencing (VTC) or teletraining transmissions, when appropriate. (See chap 13 pertaining to VTC.)

j. The DOIM provides staff management of CCTV capabilities and the installation VI manager provides operational control.

Section II Master Antenna Television

12-4. Technical attributes

M/CATV is a facility with a television reception service which receives broadcast television or FM radio programs (or both) and distributes them via signal generation, reception, and control equipment to standard TV and FM receivers. This is a Government owned system and is provided at no user cost to designated areas within an activity, installation, or geographic area.

12-5. Authorization

All activities providing M/CATV service must have the appropriate authorization (type H, broadcasting) because of the use of VI resources.

12-6. M/CATV operation

a. Often M/CATV signals are transmitted using the capabilities provided for CCTV systems.

b. M/CATV differs from CATV in that the M/CATV system is wholly Government owned, but the CATV capability is owned by the franchise and provided to end users at a cost to the users.

c. No work orders are required for this service, and no VI Annual Report data is required.

d. Although the Army encourages acquiring CATV franchises for Army posts, the M/CATV capability remains an alternative in those geographic areas not serviced by CATV franchises.

e. M/CATV capabilities only provide for the reception and transmission of those commercial broadcasting channels and frequencies which can be received in the local viewing area. The rebroadcast of premium channels or those additionally provided by CATV systems are not permitted.

f. The installation DOIM must provide and maintain Government-owned M/CATV which cannot be converted to CATV because of inability to obtain an agreement and for which the DOIM has base communications responsibility. The expenditure of appropriated funds to expand Government-owned M/CATV systems to provide entertainment television service to nonappropriated fund activities or individual persons is not authorized unless such M/CATV expenditures are justified under provisions of AR 415-15 and AR 415-20.

g. The installation VI activity operates the M/CATV system.

Chapter 13 Conferencing Systems

Section I Conferencing

13-1. Conference purposes

Army conferences are meetings among people who consult each other and present and exchange information, compare views, learn, plan, and make decisions. Conferences can be held in one location or conducted simultaneously at multiple locations linked together by communications systems.

13-2. Conferencing support

Conferencing support is a function of information management. This includes the design and engineering of conferencing systems, creation of presentation media, telecommunications services, and the development and promulgation of policy, procedures, and standards for operating conference facilities, systems, and networks.

13-3. Interoperable electronic capabilities

The Army objective for conferencing systems is to provide fully interoperable electronic capabilities at installation, MACOM, and HQDA levels to support improved productivity and efficiency in accomplishing programs and operational goals in accordance with DOD standards.

Section II Electronic Conferencing

13-4. Technical attributes

Electronic conferencing employs a fully integrated system of audio, video, computer generated text and graphics, and document copying capabilities located in presentation facilities which can be linked together by telecommunications networks for tactical, strategic, and sustaining base communication of information.

13-5. Television-Audio Support Activity

T-ASA provides design, engineering, standards, acquisition, operation, and maintenance support for electronic conferencing (EC).

Section III Video Teleconferencing

13-6. Technical attributes

Video teleconferencing provides two-way electronic voice and video communication between two or more locations. It may be fully interactive voice or two-way voice and one-way video. It includes full-motion video, compressed video, and sometimes freeze (still) frame video.

a. Freeze frame, captured frame, or still frame video is noncompressed video, with interactive audio, used primarily to transmit graphic material, photographic images, and other stationary images where an ability to track motion is not essential. Transmission of an image generally takes from a fraction of a second to 60 seconds depending upon available telecommunication bandwidth capability.

b. Near full motion is compressed video, with interactive audio, which may cause noticeable motion distortion due to normal body movements or TV camera scanning. This distortion is a function of the amount of motion or compression. The acceptability of the distortion is based on subjective judgments and economic constraints.

c. Full motion is video, with interactive audio, used where the highest quality of resolution and ability to track the motion of quickly moving objects and people without distortion is required. This is equivalent to the National Television Standards Committee (NTSC) standard that is used in commercial broadcasting.

13-7. Authorization

VTC terminal presentation systems and facilities are VI activities. Permanent VTC terminal systems that are established for more than 90 days and satisfy a continuing requirement must be authorized by

AVIMO as a VI activity and assigned a DVIAN. Requirements for VTA capabilities will be validated by the local VI manager. If an authorized common support VI activity already exists on an installation, the VTC facility will be operated by that VI activity and will not require a separate DVIAN.

13-8. Exclusions

For the purposes of this chapter, desk-top systems and individual work stations are excluded from provisions of this pamphlet.

13-9. Requirements justification

Requirements for VTC service will be thoroughly evaluated and justified by requesting organizations and supported by a cost benefit analysis. This analysis must consider costs and time savings, lease or buy options, and alternate methods of communication to accomplish the conference objective.

13-10. VTC program plan

For an overall view of VTC within the Army, refer to the Video Teleconferencing Program Plan, April, 1991, developed by USAISC. This plan may be obtained by writing Commander, U.S. Army Information Systems Command, (ASPL-PB), Fort Huachuca, AZ 85613-5000.

13-11. VTCC networks

a. The Defense Commercial Telecommunications Network (DCTN), as part of the DSN, is the Defense Communications Agency (DCA) managed common user switched network that is to be used to provide the VTC standard connectivity via leased commercial terrestrial and satellite links worldwide. Using any other network requires a waiver from DCA.

b. The DCTN currently provides secure near full motion video capability and employs compressed digital transmission via T1 circuit, a digital circuit using 1.544 million bits per second (Mbps) as the data rate.

c. Currently it is impossible to connect the subnetworks within the DCTN, and the number of secure sites that can be linked together at one time is limited due to security requirements and architectural limitations of DCTN.

d. The Army is operating videoconferencing networks using both DCTN and other contract communications. These include the AMC Management Network, AMC Education Network, the TRADOC School of the Air, and the prototype Campus Relations Through Teleconferencing and Systems (CARTS) network.

e. The full motion networks such as the AMC Education Network and the TRADOC School of the Air employ the commercial television broadcast standards set by the NTSC. These systems do not provide secure communications and are not compatible with the DCTN.

f. Videoconferencing is a valuable asset for supporting command and control, management, and training (including distant education). Networks being developed should integrate computer text and graphics capabilities with video teleconferencing systems in both local and regional interoperable configurations. The idea of incorporating video teleconferencing capabilities within simulation exercises and training situations should be explored.

g. The greatest influence on price, performance, and quality in the VTC area is the digital video compression device, the coder/decoder (CODEC). The CODECs and their compression algorithms determine the quality of the picture and the cost of transmission which results from the amount of communications capability required to gain the desired quality.

13-12. Types of facilities

a. Permanent, fixed, or custom designed VTC systems are specifically designed for a given application and installed in a customized space. These rooms are frequently very expensive because of the special design and because they are particularly sensitive to ambient noise levels and reverberation. Integrated VTC systems are still popular, although many of the rooms being installed are using modular VTC systems with some room "modification" rather than

reconstruction. A customized VTC room can provide special benefits as follows:

(1) Room needs can exactly match user needs.

(2) Lecterns can be designed with room controls and monitors as the users want them.

(3) Graphics cameras can be mounted in the ceiling directly above the conference table.

(4) Lighting and acoustics can be carefully controlled.

(5) Large screen display systems can be used.

b. Modular systems are prepackaged VTC systems containing all the electronic subsystems necessary to conduct VTC meetings, except the transmission system interface. These complete VTC facilities are not "roll abouts" to be moved to various sites as the need arises. Although modular systems are frequently mounted on wheels for transporting, they are fairly heavy and are not intended to be moved from room to room. Their modularity makes them easy to test as a unit in the factory before shipment, easy to install without costly room construction, and easy to reinstall, should that necessity arise later. They accommodate only monitors or folded optic projectors, but offer many cost advantages including premanufactured cabinetry and minimal conduit. These off-the-shelf systems provide substantial savings over custom designed facilities or the earlier modular systems.

c. Portable or deployable systems are not in use yet. The technology exists to build a small, "ruggedized" VTC system that could be "dropped" into a crisis location, complete with video and audio systems, CODEC(s), multiplexers, power supply, and satellite earth station, but no products have yet been announced. However, because of its potential uses in crisis and disaster management and the interest in such systems that is beginning to emerge, such systems are being developed.

13-13. Request for video teleconferencing capabilities

a. VTC capabilities are developed, acquired, and operated in accordance with the Army Video Teleconferencing Program Plan, April 91.

b. When a commander or activity recognizes the need for VTC capabilities, the VI manager will initiate the request and submit it through information management channels to USAISC, which serves as the VTC program manager and materiel developer.

c. Prior to programming resources to support these capabilities, the materiel developer (USAISC) in coordination with the requesting command, develops the technical solution, and prepares required project documents, including an acquisition plan with cost estimates.

d. Based on a technical review, the VI manager will forward a request for VI activity authorization (type I, video teleconferencing) in the format cited in chapter 2 (fig 2-1). This request should include a copy of the technical review performed by the materiel developer.

e. Based on the supporting project documentation and activity authorization, the requesting MACOM programs for the appropriate resources by Program Analysis Resource Review (PARR) and Command Operating Budget (COB) submissions. The resources required must be included in a Management Decision Package (MDEP).

f. When resources become available to support the VTC project, the materiel developer will acquire the total system, including the telecommunications, automation, visual information, and other components required for network operation.

g. All VTC projects will be consolidated into the Army VTC Program. Requirements included in the VTC Program will not be included in the VISP. See chapter 5 for information pertaining to the VISP.

h. Request for temporary VTC services (less than 90 days) will be processed by the installation through the servicing VI manager to the Army VTC Program Manager, HQ USAISC, AS-PLN-BF, Fort Huachuca, AZ. These requests do not require authorization as a VI activity. However, if the same requested need is likely to recur, creating a permanent site may be practical.

13-14. Management

a. VTC facilities will be authorized and centrally managed as VI activities and be identified as a type I activity.

b. When feasible, video teleconferencing equipment and systems will be located in existing VI activities (conference rooms or video studios) using available video and audio presentation, transmission and receiving functions.

c. To the maximum extent possible, these facilities will be designed and engineered by T-ASA to be common use and multipurpose. Dedicated activities will be established only when cost effective and operationally necessary.

d. VI equipment provided from Government resources will be standard and compatible to ensure flexibility, interoperability, and reliability. Existing equipment will be used whenever possible.

e. VTC rooms will be scheduled using DA Form 3903-R.

f. The local VI manager will develop standard procedures for operating VTC systems. These procedures will be coordinated among participating commands and agencies.

g. Sponsors of conferences will plan, schedule, and coordinate support for their conference requirements. They will request VTC support from the local VI manager. Users of VTC services ensure that visual and audio content is in good taste and does not violate security, copyright, or invasion of privacy directives.

h. If a recording of the conference is required, the master will be maintained by the lead VTC activity for 30 days. Requesters requiring a recording of a conference should include that as a requirement when the initial request is submitted or at least one day prior to the VTC session. The recording of the conference will be announced before proceeding. If the recording must be retained for historical or documentary purposes, is reproduced, or is forwarded to other users, a VIRIN is required. In these cases, provisions of chapter 8 of this pamphlet pertaining to assigning a VIRIN apply.

i. When cost effective, leased commercial conferencing systems and networks may be used to satisfy user requirements.

13-15. Future trends

a. VTC technology is keeping pace with the market demand. VTC has been and is currently being used for conferencing and training. Its potential as a visual interchange medium has battlefield implications using visual materials (maps, overlays, and similar items) in real time situations across great distances.

b. Through modern network communications, teams will fight from their home stations worldwide. This will be done through the development of Large Scale Simulation Networking (SIMNET). SIMNET demonstrates that numerous interactive simulators can be networked on a common battlefield.

c. New lower bandwidth CODECs are now entering the market that function on the AT&T Accunet, a dial-up service accommodating 56 kilobits per second (kbps) transmissions at low cost. As Integrated Services Digital Network (ISDN) services become available, low-rate, low-cost units are expected to proliferate rapidly.

d. A new international video teleconferencing transmission standard is currently being prepared by a working group of the Consultative Committee of International Telephony and Telegraphy (CCITT). When passed, it will standardize terminal CODEC equipment.

e. Modular and portable and deployable systems will be employed to provide more cost effective services using existing conferencing facilities with minimum modification.

f. Desk-to-desk teleconferencing could develop in which full-page touch sensitive monitors, facsimile, and computer files will be used to share text and graphic information over the telephone network.

g. Use of NDI will continue to be the rule for configuring VTC capabilities rather than the exception. Commercial off-the-shelf

acquisition will be used to reduce costs and provide a viable baseline for interoperability. An NDI acquisition strategy saves time in implementing VTC systems.

Chapter 14 VI Civilian Career Program

Section I Overview and Structure of the Public Affairs and Communications Media (PACM) Career Program

14-1. Basis of the PACM

Provisions for the Visual Information Career Program are stipulated in AR 690-950. At the present time, career management services for visual information professionals are provided through the PACM (AR 690-950-22). The PACM career program is organized into the audiovisual (visual information), public affairs, writer-editor and technical writer-editor, and graphic communications functional areas. Audiovisual and graphic communications are the principal VI functional areas and include the following job series: photography (GS-1060), audiovisual production (GS-1071), audiovisual (VI) management/staff officer (GS-1001), illustrator (GS-1020) and VI (Design) (GS-1084).

14-2. Goals

The career program provides guidance and opportunities for professional development by using long- and short-term training and lateral assignments and by maintaining an appraisal and referral system to manage the distribution and placement of VI personnel throughout the Army. The program is intended to provide organization, direction, and opportunity for VI professionals within the information management architecture. AVIMO is responsible for policy, procedures, and training development for VI careerists. Career program objectives include:

a. Establishing clearly defined career patterns with specific criteria for advancement thresholds.

b. Identifying and providing opportunity for training and professional development.

c. Providing a fair and aggressive system of evaluation, referral, and reassignment.

14-3. MACOM and Installation tasks

MACOM civilian personnel directors (CPDs) and installation or activity civilian personnel officers (CPOs) ensure compliance with regulatory, administrative, and procedural requirements of the PACM career program. They function as the primary communication source on administrative and operational aspects of the career program, processing referral requests, ensuring proper consideration of candidates, issuing referral lists, maintaining career program records and documents, advising employees, supervisors, and the activity civilian personnel manager (CPM) of training and developmental opportunities in the career program and availability of training funds and budget procedures.

Section II Overview of Procedures

14-4. Inventory of qualified candidates

To be considered for a vacancy in any other job series, registration in the career program is mandatory. The career program maintains inventories of qualified individuals at the DA level for grades GS-11 through GS/GM-15 and at the MACOM level for GS-09. PERSCOM maintains a DA-wide inventory of applicants at grade GS-11 and above. For vacancies at grades GS-09 and below, the area of consideration is determined by the installation or activity in accordance with AR 690-950-22.

14-5. Registration

Registration in the career program is accepted once the servicing

Civilian Personnel Office determines that the registrant is fully qualified for positions in the career series. Registration includes the completion and submission of an original and three copies of the Army Civilian Career Evaluation System (ACCES) registration package.

14-6. Career appraisals and screening panels

Appraisals and screening panels are conducted in accordance with AR 690-950-22.

14-7. The Visual Information Intern Program

a. The career program includes internship opportunities for individuals interested in pursuing careers in VI mission areas. The intern program provides for planned recruiting of personnel with high potential to meet DA-wide career program staffing needs and provides employees with the knowledge, skills, and abilities required to advance to and successfully perform at the target level in a specific career program.

b. The intern program is based on the DA-wide master intern training plan (MITP), a comprehensive plan which outlines the core subject matter an intern should know to achieve a specific grade level. HQDA provides central spaces and funds for interns, but local intern programs for which the employing commander provides resource support may be used to supplement the central intern program. Central interns do not count against local spaces, but local interns or upward mobility positions do. The latter are patterned after the former and may have identical training plans, but must be funded locally.

c. DCSPER establishes, administers, and evaluates career intern programs. This includes providing career program guidance and support to CPMs, CPOs, and other responsible officials on matters pertaining to the intern program; allocating central intern spaces by career program to HQDA staff activities, MACOMs and FOAs; and directing placement of surplus interns in appropriate spaces Army-wide. The MACOM CPO ensures that necessary resources are provided to administer and support the career intern program throughout the MACOM and allocates central intern spaces and funds for the MACOM. AR 690-950-3, chapter 1, provides details on the intern programs.

d. Professional development guidance for each of the PACM functional areas is provided in AR 690-950-22, appendix C. The training guide gives specific recommendations for technical and management training of employees from the entry level through the management level. The guide provides development objectives, course titles, and course numbers for each target level as a guide for employees developing career plans.

Appendix A References

Section I Required Publications

AR 5-9

Intraservice Support Installation Area Coordination. (Cited in para 5-10e(1).)

AR 25-1

The Army Information Resources Management Program. (Cited in paras 1-4, 3-8, 5-2b, 5-4b(2), 5-13b, 5-242, 6-5, 10-3b(7), and 11-8c.)

AR 25-400-2

The Modern Army Recordkeeping System (MARKS). (Cited in paras 3-2, and 3-9g.)

AR 70-1

Systems Acquisition Policy and Procedures. (Cited in para 5-24h.)

AR 71-13

The Department of the Army Equipment Authorization and Usage Program. (Cited in para 5-23b.)

AR 310-49

The Army Authorization Documents System (TAADS). (Cited in para 5-23.)

AR 380-5

Department of the Army Information Security Program. (Cited in paras 3-12, 3-15d, 9-6b(1)(b), 10-2j, and 10-6.)

AR 380-19

Information Systems Security. (Cited in para 12-3e.)

AR 381-143

Logistics Policies and Procedures. (Cited in para 5-5b.)

AR 530-4

Control of Compromising Emanations. (Cited in para 3-15e.)

AR 640-30

Photographs for Military Personnel Files. (Cited in para 10-3a(3).)

AR 710-2

Supply Policy Below the Wholesale Level. (Cited in paras 5-42 and 5-5a.)

AR 735-5

Policies and Procedures for Property Accountability. (Cited in para 5-5a(2).)

AR 755-3

Recovery and Utilization of Precious Metals. (Cited in para 5-26.)

DA Pam 710-2-1

Using Unit Supply System (Manual Procedures). (Cited in para 5-5a.)

Department of Defense Manual 4160.21-M

Defense Reutilization and Marketing Manual. (Cited in para 5-26.)

Federal Information Processing Standard 128

Computer Graphics Metafile (CGM). (Cited in para 5-28b.) (This document may be obtained by writing the National Technical Information Service, U.S. Department of Commerce, Springfield, VA 22161.)

Military Standard MIL-D-28003 Ded 88

Vector Graphics (CG Metafiles). (Cited in para 5-28a.) (This publication is available through the National Standards Organization, 1200 Quince Orchard Road, Gaithersburg, MD 20878.)

Section II Related Publications

AR 5-20

Commercial Activities Program

AR 11-2

Internal Control Systems

AR 71-9

Materiel Objectives and Requirements

AR 340-21

The Army Privacy Program

AR 360-5

Army Public Affairs, Public Information

AR 360-61

Community Relations

AR 380-53

Communication Security Monitoring

AR 405-80

Granting Use of Real Estate

AR 415-15

Military Construction, Army (MCA) Program Development

AR 415-20

Project Development and Design Approval

AR 415-35

Minor Construction

AR 420-43

Electrical Services

AR 600-50

Standards of Conduct for Department of the Army Personnel

AR 690-950

Career Management

AR 690-950-22

Civilian Career Program for Public Affairs and Communications Media

AR 710-2

Supply Policy Below the Wholesale Level

AR 725-50

Requisition, Receipt and Issue System

DA Pam 25-2

Information Mission Area Planning Process

DOD Directive 5040.2

Visual Information

DOD Directive 5040.3

Joint Visual Information Services

DOD Directive 5120.20

American Forces Radio and Television Service (PA)

DOD Directive 5120.20-R

Management and Operation of Armed Forces Radio and Television Service

DOD Directive 5122.10

American Forces Information Services (DA&M)

DOD Directive 5154.24

Armed Forces Institute of Pathology (HA)

DOD Instruction 5040.4

Joint Combat Camera (COMCAM) Operations

Federal Acquisition Regulation

This regulation is jointly administered by the General Services Administration, the Department of Defense, and the National Aeronautics and Space Administration. Copies may be obtained by writing the Congressional Sales Office, U.S. Government Printing Office, Washington, DC 20402

FM 11-40

Tactical Visual Information

FM 24-1

Signal Support on the AirLand Battlefield

FM 101-5

Operations

Office of Management and Budget Circular A-114

Management of Federal Audiovisual Activities

Section 521, title 47, United States Code

The Cable Communications Policy Act of 1984.

Section 552, title 5, United States Code

the Freedom of Information Act.

Section 3302(d), title 31, United States Code

Custodians of Money

U.S. Army Cable Television Workbooks, Volumes 1 and 2

This publication may be obtained by writing to HQ, 7th Signal Command, (ASQN-OP-P), Fort Ritchie, MD 21719-5010

Video Teleconferencing Program Plan, April, 1991

This plan may be obtained by writing Commander, U.S. Army Information Systems Command, (ASPL-PB), Fort Huachuca, AZ 85613-5000.

Section III**Prescribed Forms**

This section contains no entries.

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Top Secret Document Record

DA Form 2062

Hand Receipt/Annex Number

DA Form 2404

Equipment Inspection and Maintenance Worksheet

DA Form 2407

Maintenance Request

DA Form 3903-R

Visual Information Work Order

DA Form 3964

Classified Document Accountability Record

DA Form 4103-R

Visual Information Product Loan Order

DA Form 5695-R

Information Systems Project Document

DA Form 5697-R

Army Visual Information Activity Authorization Record

DD Form 448

Military Interdepartmental Purchase Request

DD Form 1149

Requisition and Invoice/Shipping Document

DD Form 1150

Request for Issue or Turn-in

DD Form 1995-1

Visual Information Production Request, Evaluation, and Approval

DD Form 1995-2

Visual Information Production Report

DD Form 2054/1

Visual Information Annual Activity Report

DD Form 2054/2

Audiovisual Annual Production and Library Report

DD Form 2537

Visual Information Caption Sheet

Glossary

Section I Abbreviations

AAFES

Army and Air Force Exchange Services

ACCES

Army Civilian Career Evaluation System

ADP

Automated Data Processing

AFB

Air Force Base

AFIS

American Forces Information Services

AIF

Army Industrial Fund

AIG

Address indicating group

AMC

United States Army Materiel Command

AMOD

Army Mobility, Opportunity, and Development

AMP

Army Materiel Plan

AMS

Army Management Structure

AMSCO

Army Management Structure Code

ARSTAF

Army Staff

ASI

Additional Skill Identifier

AV

Audiovisual

AVIDP

Army Visual Information Documentation Program

AVIMO

Army Visual Information Management Office

AVISC

Army Visual Information Support Center

AVPRO

Audiovisual Production Officer

AVSCOM

Aviation Systems Command

CA

Contract activity

CAPR

Capability request

CARTS

Campus relations through teleconferencing and systems

CATV

Community Antenna Television

CCITT

Consultative Committee of International Telephoning and Telegraphy

CCTV

Closed-Circuit Television

CGM

Computer Graphics Metafiles

CMF

Career Management Field

CNWDI

Critical Nuclear Weapon Design Information

COB

Close of business

CODEC

Coder/Decoder

COGO

Contractor-Owned, Government-Operated

COMCAM

Combat Camera

CONUS

Continental United States

COR

Contracting Officer's Representative

CPD

United States Army Combat Pictorial Detachment

CPM

Civilian Personnel Manager

CPO

Civilian Personnel Office

CR

Contractor's Representative

DA

Department of the Army

DAIG

Department of the Army Inspector General

DAP

Defense Audiovisual Policy Office

DAPRI

Department of the Army Priority

DAVIPDP

Department of the Army Visual Information Production and Distribution Program

DAVIS

Defense Automated Visual Information System

DCA

Defense Communications Agency

DCSIM

Deputy Chief of Staff for Information Management

DCSINT

Deputy Chief of Staff for Intelligence

DCSLOG

Deputy Chief of Staff for Logistics

DCSOPS

Deputy Chief of Staff for Operations

DCSPER

Deputy Chief of Staff for Personnel

DCTN

Defense Commercial Telecommunications Network

DDN

Defense Digital Network

DFAE

Director, Facilities Engineering

DIA

Defense Intelligence Agency

DISC4

Director of Information Systems for Command, Control, Communications, and Computers

DMA

Defense Mapping Agency

DOD

Department of Defense

DODAAC

Department of Defense Activity Authorization Code

DOIM

Director of Information Management

DPCA

Director of Personnel and Community Affairs

DSN

Defense Switched Network

DVIAN

Defense Visual Information Activity Number

EC

Electronic Conferencing

FAR

Federal Acquisition Regulation

FC Functional Chief	ISEC Information Systems Engineering Command	NAC National Audiovisual Center
FCC Federal Communications Commission	IVD Interactive Videodisc	NCR National Capital Region
FCR Functional Chief's Representative	JOIN Joint Optical Information Network	NDI Nondevelopmental Item
FED Facilities Engineering Directorate	JVIA Joint Visual Information Activity	NET New equipment training
FIPS Federal Information Processing Standard	JVIS Joint Visual Information Service	OADR Originating Agency's Determination Required
FMS Foreign Military Sales	JVISDA Joint Visual Information Service Distribution Activity	OASD(PA) Office of the Assistant Secretary of Defense for Public Affairs
FOA Field Operating Agency	JWICS Joint Worldwide Intelligence Communications System	OCONUS Outside the Continental United States
FOIA Freedom of Information Act	Kbps Kilobits per second	OCPA Office of the Chief of Public Affairs
FOUO For Official Use Only	LAN Local area network	ODCSINT Office of the Deputy Chief of Staff for Intelligence
FSCM Federal Supply Code for Manufacturers	MACOM Major Army command	ODISC4 Office of the Director for Information Systems for Command, Control, Communications, and Computers
FY Fiscal Year	Mbps Megabits per second	OJCS Office of the Joint Chiefs of Staff
GOCO Government-Owned, Contractor Operated	M/CATV Master/Community Antenna Television	OJT On-the-job training
GOGO Government-Owned, Government Operated	MCA Military Construction, Army	OMA Operations and Maintenance, Army
GS General Schedule	MDEP Management Decision Package	OMB Office of Management and Budget
HQDA Headquarters, Department of the Army	MILSTRIP Military Standard Requisitioning and Issue Procedures	OPA Other Procurement, Army
HSC Health Services Command	MIPR Military Interdepartmental Purchase Request	OPCON Operational Control
ICP Inventory Control Point	MITP Master Intern Training Plan	OPDOC Operational Documentation
ILS Integrated Logistical System	MOS Military Occupational Specialty	OPM Office of Personnel Management
IMA Information Mission Area	MRI Magnetic Resonance Imaging	OSA Office of the Secretary of the Army
IMWRF Installation Morale, Welfare and Recreation Fund	MSC Major subordinate command	OSA Office of the Secretary of the Army
INFOCEN Information Center (An Air Force Organization)	MTOE Modified Table of Organization and Equipment	OSD Office of the Secretary of Defense
ISIC Information Systems Command	MWR Morale, Welfare and Recreation	PACM Public Affairs and Communications Media

PAM
Pamphlet

PAN
Production approval number

PAO
Public affairs office, public affairs officer

PARR
Program Analysis Resource Review

PEG
Program Evaluation Group

PERSCOM
Personnel Support Command

PIN
Production identification number

POI
Program of instruction

PSA
Public Service Announcement

PSYOPS
Psychological Operations

QTY
Quantity

RCS
Reports Control Symbol

RDTE
Research, Development, Test and Evaluation

SDP
Special Documentation Project

SIL
Supply Information Letter

SIMNET
Simulation Network

SME
Subject Matter Expert

SN
Search Number

SYDP
Six-Year Defense Plan

TA
Technical Adviser

T-ASA
Television-Audio Support Activity

TDA
Table of Distributions and Allowances

TDY
Temporary duty

TECDOC
Technical Documentation

TMDE
Test, Measurement, and Diagnostic Equipment

TOE
Tables of Organization and Equipment

TRADOC
United States Army Training and Doctrine Command

TS
Top Secret

TSC
Training Support Center

UIC
Unit Identification Code

USAFISA
United States Army Force Integration Support Agency

USAISC
United States Army Information Systems Command

USAVIC
United States Army Visual Information Center

U.S.C.
United States Code

VI
Visual Information

VIDOC
Visual Information Documentation

VIRIN
Visual Information Record Identification Number

VISC
Visual Information Support Center

VISP
Visual Information Systems Program

VML
Visual Media Library

VTC
Video Teleconferencing

Section II
Terms

Accunet
A commercial communications network subscribed to by several DOD and DA agencies.

Betacam
Trade name for a commercial videotape format using 1/2-inch wide videotape housed in a cassette.

NTSC
A type of video output, established by the National Television Standards Committee, in

which picture information is delivered as a single electronic signal.

Outtake
Uncut scenes taken by a motion picture camera but not selected for use in a finished production.

RGB
A type of video output in which the picture information is delivered as three separate electronic signals, one for each primary color: red, green, and blue.

Trims
Portions left over after a motion picture camera scene was selected and cut for use in the final edited version of a film production.

Tymnet
Trade name for a commercial packet switching system owned by the McDonnell Douglas Corporation.

VHS
Trade name for a commercial videotape format using 1/2"-wide videotape housed in a cassette.

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