

VISUAL INFORMATION (VI) WORK ORDER

For use of this form, see AR-25-1; the proponent agency is ODISC4.
For fill instructions look at the status bar (lower left corner) or hit the F1 key. Only fill out front page

1. WORK ORDER NUMBER

2. SECURITY CLASSIFICATION
Unclassified

SECTION I - REQUIREMENT

3. TO (VI Activity) Commander HQs, III Corps and Fort Hood ATTN: AFZF-DPTS-TS Fort Hood, TX 76544-5058	4. FROM (Unit or Activity)
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3b. E-MAIL ADDRESS	4b. E-MAIL ADDRESS
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5. ACCOUNT CODE	6. ACCOUNT NO.
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7a. REQUESTER (Name, Grade)	b. PHONE AND FAX NUMBERS	8. DATED REQUESTED (YYYYMMDD)
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9a. ALTERNATE POINT OF CONTACT	b. PHONE AND FAX NUMBERS	10. DATE REQUIRED (YYYYMMDD)
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11. QUANTITY	12. DESCRIPTION OF WORK (Attach diagrams, etc., and list enclosure(s))
(a) Vugraph	
(b) 35mm Slides	
(c) Camera Ready Artwork	
(d) Electronic Images	
(e) TV	
(f) Audio	
(g) Video Tape Copies	
(h) Photo Print Copies	
(i) Computer Photo Prints	
(j) Computer Photo Transparencies	
(k) Presentation Services	
(l) Motion Picture	
(m) Other (Specify)	

13. JUSTIFICATION FOR REQUESTED SERVICE

14a. Requested service is for official purposes and is required by stated deadline.	14b. VALIDATION SIGNATURE
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SECTION II - JOB ASSIGNMENT (FOR AUDIOVISUAL OFFICE USE ONLY)

15. DATE RECEIVED (YYYYMMDD)	16. DATE ASSIGNED (YYYYMMDD)	17. AUDIOVISUAL FACILITY APPROVAL (Signature)
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18. SPECIAL INSTRUCTIONS

SECTION III - WORK RECEIPT

19a. CUSTOMER NOTIFIED	19b. RECEIVED BY (Signature)	19c. DATE (YYYYMMDD)
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SECTION IV - PRODUCTION SCHEDULE

20. WORK AREA	21. WORK TO BE PERFORMED	22. START	23. COMPLETE	24. WORK HOURS	25. SUPERVISOR

SECTION V - SUPPLIES

26. DESCRIPTION	27. TOTAL COST

SECTION VI - CONTRACT SERVICES

28. ITEM DESCRIPTION	29. COST

SECTION VII - MANAGEMENT REPORT DATA

30. VI ACTIVITY NAME		31. DVIAN	32. FY	33. WORK ORDER NO.	34. FUNCTIONAL AREA SUPPORTED A. Education Training			
35. TYPE OF SERVICE	a IN HOUSE			b CONTRACT		c OVERHEAD		
	(1) WORK HOURS	(2) PRODUCTIONS MINUTES/ITEMS	(3) COSTS	(4) COSTS	(5) PRODUCTIONS MINUTES/ITEMS	(6) WORK HOURS	(7) PRODUCTS	(8) COSTS
36. Still Photo								
37. Graphic Art								
38. Audio								
39. Video								
40. Motion Picture								
41. Other								
42. REQUESTING COMMAND III Corps				b. ACCOUNT		c. TOTAL WORK ORDER COST		

SECTION VIII - DISPOSAL

43. DISPOSAL OF ORIGINAL VI MATERIAL	b. DATE (YYYYMMDD)