

**VISUAL INFORMATION (VI) WORK ORDER**

For use of this form, see AR 25-1; the proponent agency is ODISC4

1. WORK ORDER NUMBER

2. SECURITY CLASSIFICATION

**SECTION I - REQUIREMENT**3a. TO *(VI Activity)*4. FROM *(Unit or Activity)*

3b. E-MAIL ADDRESS

4b. E-MAIL ADDRESS

5. ACCOUNT CODE

6. ACCOUNT NO.

7a. REQUESTER *(Name, Grade)*

b. PHONE AND FAX NUMBERS

8. DATE REQUESTED *(YYYYMMDD)*

9a. ALTERNATE POINT OF CONTACT

b. PHONE AND FAX NUMBERS

10. DATE REQUIRED *(YYYYMMDD)*

11. QUANTITY

12. DESCRIPTION OF WORK *(Attach diagrams, etc., and list enclosure(s))*

a. Viewgraph

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

**SECTION II - JOB ASSIGNMENT (FOR AUDIOVISUAL OFFICE USE ONLY)**15. DATE RECEIVED *(YYYYMMDD)*16. DATE ASSIGNED *(YYYYMMDD)*17. AUDIOVISUAL FACILITY APPROVAL *(Signature)*

18. SPECIAL INSTRUCTIONS

**SECTION III - WORK RECEIPT**

19a. CUSTOMER NOTIFIED

19b. RECEIVED BY *(Signature)*19c. DATE *(YYYYMMDD)*

**SECTION IV - PRODUCTIONSCHEDULE**

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

**SECTION V - SUPPLIES**

26. DESCRIPTION	27. TOTAL COST

**SECTION VI - CONTRACTSERVICES**

28. ITEM DESCRIPTION	29. COST

**SECTION VII - MANAGEMENT REPORT DATA**

30. VI ACTIVITY NAME	31. DVIAN	32. FY	33. WORK ORDERNO.	34. FUNCTIONAL AREA SUPPORTED

  

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	b. ACCOUNT NO.	c. TOTAL WORK ORDERCOST

**SECTION VIII - DISPOSITION**

43a. DISPOSITION OF ORIGINAL VI MATERIAL	b. DATE (YYYYMMDD)