

VISUAL INFORMATION (VI) PRODUCTION REQUEST AND REPORT		<input type="checkbox"/> New Record	Report Control Symbol
		<input type="checkbox"/> Update of Existing	DD-PA(AR)1381
<p>PURPOSE: The Visual Information (VI) Production Request and Report is the primary source document for the DAVIS database and lifecycle management of DoD VI productions (<i>See Notes 1, 2 and 3</i>). The information provided by this form is used to support DoD customer access to VI productions. It is also used to validate production content, establish viewing restrictions, track subject matter currency, and avoid duplication of productions.</p> <p>WHEN TO USE THIS FORM: Completion of a VI Production Request and Report is required for all DoD VI productions, regardless of purpose, subject matter, intended audience, distribution method, presentation format, cost, scope, security classification, perishability, or production source, except as provided in DoD Directive 5040.2.</p>			
SECTION I – TO BE COMPLETED BY OFFICE OF PRIMARY RESPONSIBILITY (OPR) (<i>See Note 4</i>)			
1. Title		2. Series Title and Part	
3. Purpose			
4. Description/Synopsis			
5a. Production Objective (<i>Click Text Block for Drop Down Menu</i>) Education and Training		5b. Other Production Objective	
6. Primary Audience			
7. Security Classification (7 & 10a <i>Click Text Block for Drop Down Menu</i>)		8. Classified By	
Other:		9. Declassify On (YYYY-MM-DD) - -	10a. Downgraded To Unclassified
			10b. On (YYYY-MM-DD) - -
11. Initial Distribution (<i>Click One</i>)		12. Initial Distribution List (<i>Click One</i>)	
<input type="checkbox"/> Local <input type="checkbox"/> Major Command Other:		<input type="checkbox"/> Service/Agency <input type="checkbox"/> DoD <input type="checkbox"/> Attached <input type="checkbox"/> To Be Provided Prior To Project Completion	
13. Distribution Medium (<i>Click One</i>)		14. Comments	
<input type="checkbox"/> Videotape <input type="checkbox"/> CD-ROM <input type="checkbox"/> Broadcast Other:			
15. Office Of Primary Responsibility/Requester			
a. Point of Contact (<i>Last, First, Middle Initial</i>)		b. Mailing Address (<i>Street, Suite Number, City, State, Zip Code</i>)	
c. Telephone (<i>Include Area Code</i>)	d. Fax Number (<i>Include Area Code</i>)		
e. E-Mail Address			
16. Component (<i>Click One</i>)			17. Date Required (YYYY-MM-DD)
<input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Air Force <input type="checkbox"/> Marine Corps Other:			- -
18. Communication To My Intended Audience Of The Message(S) In The Vi Production I Am Hereby Requesting:			
?? Is Mission Essential.			
?? Cannot Be Adequately Accomplished By Any VI Productions in the Existing DoD Inventory.			
?? Among All Media, is Best Accomplished With a VI Production.			
a. Name of Head of OPR or Representative (<i>Last, First, Middle Initial</i>)		b. Rank	c. Position
d. Telephone (<i>Include Area Code</i>)	e. Fax Number (<i>Include Area Code</i>)	f. E-Mail Address	
g. Signature			h. Date Signed
NOTES:			
<p>Note 1: DoD Directive 5040.2, "Visual Information (VI), authorizes and prescribes the use of the Visual Information Production Request and Report and provides additional information its use.</p> <p>Note 2: Defense Automated Visual Information System (DAVIS) [http://dodimagery.afis.osd.mil]. An on-line, unrestricted, full-text searchable, standard DoD-wide database containing content-descriptive, production, acquisition, inventory, distribution, currency status, archival control and other data on the VI productions in the Department of Defense inventory.</p>			

SECTION II – TO BE COMPLETED BY SUPPORTING VISUAL INFORMATION ACTIVITY			
19. Point Of Contact			
a. Name (Last, First, Middle Initial)		b. Mailing Address (Street, Suite Number, City, State, Zip Code)	
c. Telephone (Include Area Code)	d. Fax Number (Include Area Code)		
e. E-Mail Address			
20. Production Identification Number (PIN) (For other than Local Productions)	21. Internal Control Number (ICN)	22. Production Approval Number (PAN) (For Local Production)	23. Projected Production Cost (See Note 5)
SECTION III – TO BE COMPLETED BY PRODUCTION ACTIVITY/JVIS CONTRACTING ACTIVITY			
24. Production Activity/Firm/Vendor			
a. Activity Name		b. Defense VI Activity Number (DVIAN)	
c. Point Of Contact (Last, First, Middle Initial)		d. Mailing Address (Street, Suite Number, City, State, Zip Code)	
e. Telephone (Include Area Code)	f. Fax Number (Include Area Code)		
g. E-Mail Address			
25 Final Production Cost (See Note 5)	26. Produced By (Click Gray Text Block for Drop Down Menu)		
27. Date Cancelled (YYYY-MM-DD) - -	28. Production Length	29. Date Production Completed (YYYY-MM-DD) - -	30. Quantity to be Distributed
31. Public Clearance (Click Gray Text Block for Drop Down Menu)		32. Duplication Rights (Click Gray Text Block for Drop Down Menu) Limited To (If Limited):	33. Captioning (Click Gray Text Block for Drop Down Menu)
SECTION IV – TO BE COMPLETED BY DISTRIBUTION ACTIVITY			
34. Distribution Activity			
a. Activity Name		b. Mailing Address (Street, Suite Number, City, State, Zip Code)	
c. Telephone (Include Area Code)	d. Fax Number (Include Area Code)		
e. E-Mail Address		35. Date Production Distributed (YYYY-MM-DD) - -	
36. Location of Original Masters			
a. Mailing Address (Street, Suite Number, City, State, Zip Code)		b. Telephone (Include Area Code)	c. Fax Number (Include Area Code)
		e. E-Mail Address	
SECTION V – TO BE COMPLETED BY RECORDS CENTER			
37. Date Received at Records Center (YYYY-MM-DD) (Note 6) - -		38 Final disposition	
39. Date Shipped to NARA (YYYY-MM-DD) (Note 6) - -		40. Date of Disposal (YYYY-MM-DD) - -	
NOTES: (Continued)			
Note 3: VI Production. The result of sequencing, according to a plan or script, original and/or existing still and/or motion images, with or without sound, into a self-contained, completed, linear presentation for the purpose of conveying information to, or communicating with an audience. Typically, VI productions are recorded continuously, or edited to appear as if recorded continuously onto a motion medium, such as film or videotape, for replication and/or time-delayed playback, but they may also be presented in real time.			
Note 4: Office of Primary Responsibility (OPR). The organization which requires a VI production, seeks its creation or acquisition, and is its principal beneficiary, either directly or indirectly.			
Note 5: OASD (PA) review and concurrence is required when expenditures exceed \$100,000. This review is required regardless of purpose, subject matter, intended audience, distribution method, presentation format, scope, security classification, perishability, or production source, except as provided in DoD Directive 5040.2.			
Note 6: National Archives and Records Administration.			