

MULTI-MEDIA/VISUAL INFORMATION (M/VI) WORK ORDER

For use of this form, see AR 25-1; the proponent agency is CIO/G-6.

1. WORK ORDER NUMBER

2. SECURITY CLASSIFICATION

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SECTION I - REQUIREMENT

3. TO (M/VI Activity Name) IMSE-RED-PLM MSB Analytics Multimedia Visual Information Bldg. 3434 Snooper Road Phone 256-876-2133 Fax 256-876-1740		4. FROM (Customer Address) ORGANIZATION/UNIT/OFFICE SYMBOL:	
6a. REQUESTOR'S NAME		6b. GRADE	5. CUSTOMER ACCOUNT NUMBER
6d. REQUESTOR'S EMAIL ADDRESS		6e. PHONE NUMBER	7. DATE REQUESTED (YYYYMMDD) 2012
8a. ALTERNATE POC NAME		8b. GRADE	8c. ALTERNATE'S ORGANIZATION OR APO
8d. ALTERNATE'S EMAIL ADDRESS		8e. PHONE NUMBER	9. DATE REQUIRED (YYYYMMDD) 2012

10. FUNCTIONAL AREA OF SUPPORT (Check One)

a. Combat Readiness	b. Education & Training	c. Garrison/Theater Support
d. Intel, Recon, CI, Comm Security	e. Internal Information	f. Recruitment
g. Medical & Dental	h. Public Information	i. RDT&E

11a. TYPE OF WORK (Check Applicable Box(s))	11b. DESCRIPTION OF WORK REQUESTED (Attach diagrams, etc., and list enclosure(s))
IMAGING	Date of event:
(1) Imaging - Photo	Time:
(2) Imaging - Graphic	Event location:
(3) Other Imaging	Copies required:
MULTIMEDIA SERVICES	Description of event:
(1) Services - Presentation Support	Special Instructions:
(2) Services - Consultation	
(3) Other Services	
AUDIO VIDEO	
(1) Video - Documentation	
(2) Video - Local Production	
(3) Video - Non-Local Production	
(4) Video - Video Report	
(5) Other Video	
OTHER - SPECIFY	

12. JUSTIFICATION FOR REQUESTED SERVICE	<i>Requested service is for official purposes and is required by stated deadline.</i>
	13. VALIDATION SIGNATURE
	14. M/VI APPROVAL

SECTION II - WORK RECEIPT (Sections II Through V for M/VI Activity Use Only)

15. SPECIAL PROJECT CODE:		17. SIZE		18. COST		19. DATE COMPLETED (YYYYMMDD)
16. ITEM/SERVICE			a. BASELINE	b. ABOVE BASELINE		
20. CUSTOMER NOTIFIED (YYYYMMDD)		21a. RECEIVED BY (Signature)			21b. DATE RECEIVED (YYYYMMDD)	