



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
UNITED STATES ARMY GARRISON HUMPHREYS  
UNIT 15228  
APO, AP 96287-5228

IMHM-PA

5 October 2015

MEMORANDUM FOR RECORD

SUBJECT: Standard Operating Procedures for the Visual Information Branch

1. References.


- a. DOD Instruction 5040.2, *Visual Information*
- b. Army Regulation 25-1, *Army Knowledge Management and Information Technology*

2. The management and execution of Visual Information (VI) and Audiovisual Services is an Installation Management Command program. As a garrison commander I am charged with ensuring that Army resources are carefully managed, documented and monitored through the established processes. These Standard Operating Procedures (SOP) are in place to ensure that Army VI resources are appropriately and efficiently utilized to support the mission of USAG Humphreys and Area III.

3. In accordance with DOD Instruction 5040.2, "VI is the element of IT that addresses the acquisition, creation, storage, transmission, distribution, and disposition of still and motion imagery; and linear or nonlinear multimedia, with or without sound, for the purpose of conveying information. VI includes the exchange of ideas, data, and information, regardless of formats and technologies used (see DODI 5040.02). VI shall be viewed and used as an essential information resource and a supporting capability for strategic communication. Army activities shall make, acquire, or create VI, appropriately distribute VI gathered, and preserve VI obtained following procedures detailed in DODI 5040.02."

4. Reimbursement for materials will be handled by garrison Resource Management Office.

4. The garrison VI Branch Chief, is George Jumara, 315-753-8010 [george.jumara.civ@mail.mil](mailto:george.jumara.civ@mail.mil)

  
JOSEPH C. HOLLAND  
COL, AR  
Commanding

# United States Army Garrison Humphreys Visual Information Branch Standard Operating Procedures

## **Visual Information Branch Mission Statement**

Our mission is to provide timely, dynamic multimedia services and products to the United States Army Garrison Humphreys, and other Area III units to support and enhance the communications process

Our vision is to lean forward and surpass expectations of our customers; visually enhance communications of the units' mission, goals and direction.

### **DA PAM 25-91, Chapter 3-1.**

M/VI contributes significantly and powerfully to the total Army mission. It uses multimedia-based information to greatly support and enhance the communications process. The communications process is the exchange of ideas, data, and information, regardless of the forms or technologies used. M/VI professionals in the M/VI community capture, create, and exploit visual images and sounds that provide timely, accurate, and highly-accessible information for communication, assessment, training, and decision-making. To continue to improve the Army M/VI Program, ongoing and deliberate business improvements must be accomplished. Immediate, long-term, and strategic plans are keys to achieving these aims.

## TABLE OF CONTENTS

1. PURPOSE
2. APPLICABILITY
3. OVERVIEW
4. OBJECTIVES
5. SERVICES PROVIDED
6. REFERENCES
7. RESPONSIBILITIES
  - a. Customers
  - b. Work order manager
  - c. VI Personnel
  - d. Quality Control
  - e. Material Reimbursement
8. PROCEDURES
  - a. Studio Photography
  - b. Event Photography
  - c. Event Videography
  - d. Graphic Design and Illustration
  - e. Audiovisual Presentation
  - f. Equipment Loan
  - g. Print Production
  - h. Billing
9. GLOSSARY
10. ENCLOSURES
  - a. DA Form 3161
  - b. Command, Control, Communications, Computers, and Information Management (C4IM) Services List, Visual Information only excerpt
  - c. Visual Information Ordering System (VIOS) Work Request Instructions

1. **PURPOSE:** The purpose of these Standard Operating Procedures (SOP) is to outline the system for the requesting, approval, and completion of services provided by the Visual Information Branch (VIB) at United States Army Garrison Humphreys (USAG-H).
2. **APPLICABILITY:** This SOP applies to all USAG-H and Area III units that have a current Inter Service Support Agreement (ISSA) with the garrison.
3. **OVERVIEW:** The Visual Information Branch uses multimedia-based information to support and enhance the communications process. Multimedia and Visual Information (VI) professionals capture, create, and exploit visual images and sounds that provide timely, accurate, and highly-accessible information for communication, assessment, training, and decision-making. The scope of VI services is comprised of Video Production, Graphic Design, Illustration, Printing Services, Photography, and Audiovisual (AV) Equipment Loan/Presentation Support.
4. **OBJECTIVES:** Utilize existing communication tools to improve request processes and ensure timely, efficient customer service and interaction. Identify customer responsibilities when requesting VI services. Outline the roles and responsibilities of the VI service center.
5. **SERVICES PROVIDED:**
  - a. Photography – Department of the Army (DA) Photo Portraits, event documentation
  - b. Videography - event documentation, video recording, editing, Garrison Command Channel content
  - c. Graphic Design and Illustration - posters, programs, charts, logos
  - d. Audiovisual Presentation- event support, equipment loan, equipment set-up
  - e. Print Production – posters, charts, printing, mounting, lamination
6. **REFERENCES:**
  - a. DOD Instruction 5040.2, *Visual Information*
  - b. Army Regulation 25-1, *Army Knowledge Management and Information Technology*
  - c. Army Regulation 640-30, *Photography for Military Human Resources Records*
  - d. DA Pamphlet 25-91, *Visual Information Procedures*
  - e. Command, Control, Communications, Computers, And Information Management (C4IM) Services List
7. **RESPONSIBILITIES:**
  - a. Customers:

- i. Submit all work requests on the Visual Information Ordering Site (VIOS), ensure there is enough time for VI personnel to create/produce product. Contact the VIB for estimated time for completing your job.
- ii. Immediately contact the VIB if requirements change, e.g. cancellation, or date change.
- iii. Provide sufficient information to prepare equipment for set-up for event support or on-site photo/video documentation to include location, time, and current correct contact information. Include all services that are required.
- iv. Provide sufficient information to create graphics or illustration; to include size, quantity, provided photographs, text, and theme.
- v. Customers borrowing items will sign a DA Form 3161 (see enclosure 1) and return items to the VIB upon completion of their requirement. VIB will contact the customer if not returned within 5 business days of stated return date. If an extension is required customers should submit a new work request in VIOS. If not returned within one week or extended an email will be sent to the customer. If not returned after two weeks or extended, an email is sent to the customer's unit Commander.
- vi. Provide sufficient information to prepare print product to include size, quantity, of products to be printed. VIB personnel will notify the customer if the provided graphics are not of sufficient quality for print production and fix or replace if time permits.
- vii. Provide written permission for usage of all copyright materials used in supplied artwork or A/V requests. VIB cannot use copyrighted material without permission from the copyright owner.

b. Work Order Manager:

- i. Monitor VIOS for new customer requests.
- ii. Approve or disapprove requests in VIOS per DA Pam 25-91, paragraph 7-5, prior to accepting a new VI requirement, support personnel shall ensure appropriateness of the request in conjunction with the production manager, "M/VI productions will be used when cost-effective and appropriate to support mission requirements."
- iii. Ensure resources are available to perform work before approving.
- iv. Assign work to VI personnel.
- v. Maintain an automated copy log of VI work orders and assignments.
- vi. Ensure contingency plans are established and back-up equipment and supplies are on-hand during photographic and video shoots to minimize downtime if equipment and/or supplies malfunction.

c. VI Personnel

- i. Personnel assigned to the VIB shall support VI requirements for USAG-H and Area III mission requirements IAW AR 25-1, AR 640-30 and DA PAM 25-91.

- ii. Coordinate with customers to ensure the approved projects are produced in time and to specifications. Clarify any questions or details that are ambiguous in request.
- iii. Create/produce VI products, provide audiovisual support, and prepare equipment for loan.
- iv. Document production time and the correct quantity and size of materials used in VIOS.
- v. Document project completion in VIOS, notify the customer that the work is ready for pick up.
- vi. Ensure that Official DoD imagery is not altered IAW DoDI 5040.02 "Prohibited alterations include the addition, removal, or changing of photographic details." The integrity of the image must be ensured.

d. Quality Control

- i. Oversee quality of product and ensures it meets customers specifications.
- ii. Ensure billing for material reimbursement is correct and all products that were produced are accounted for in VIOS.

e. Material Reimbursement

- i. Generate invoices for the supported units, ensure correctness of costs.
- ii. Forward to finance for invoicing, follow up as required.

## 8. PROCEDURES

- a. Submit all requests for VI and AV support through VIOS.
- b. Management at the VIB will review the request and determine its appropriateness and feasibility and update the status of the request in VIOS.
- c. Upon acceptance or denial of the project, VIOS will generate an electronic response automatically sent to the requester's email and a production team member will contact the customer to verify details and coordinate estimated completion date.
- d. Notify the VIB of cancellations through VIOS as soon as they are aware of the change. If the cancelation is within 24 hours of the event/appointment, notify the VIB by email or telephone.
- e. **Studio Photography** – Department of the Army (DA) and Official Photographs:
  - i. Customers will schedule the time/date for the studio appointment via VIOS as part of the work request.
  - ii. For appointment no-shows, an email will be sent to the member's commander
  - iii. Customer must provide a memorandum from the passport office for official government sponsored passport photos.
  - iv. DA Photos capability is available for all soldiers. Digital photos will be uploaded to DA photograph Management Information System (DAPMIS) for

E6 and above, O2 and above, and CW2 and above. E1-E5, O1 and CW1 photos will be provided 1 print of the photo, their digital image will not be uploaded to DAPMIS IAW AR 640-30.

- v. Army regulation 640-30 paragraph 6 covers the frequency at which official DA Photos can be taken
  - vi. Customers are responsible for the correct wear and appearance of their uniforms. Uniform items are not available for loan.
  - vii. Hard copy prints for Chain of Command boards will be provided in the following quantities and are unit reimbursable:
    - 1) Battalion Commanders and Battalion Sergeants Major; 7-10 prints
    - 2) Company Commander and First Sergeant; 3-4 prints
    - 3) Award photos (head and shoulders) 1 print and email to awardee
    - 4) Special Duty photos 2 5X7 prints and email to appointee
    - 5) Korean Augmentation to the United States Army (KATUSA) ETS photos 1 page of 8 small portraits approximately 2cm x 2.5 cm for the Korean Service Completion Card (Chon Yuk Chung)
- f. **Event Photography** – photo documentation of official events
- i. Customers must provide pertinent information for event including a point of contact, time and place for event, and time and place for rehearsal.
  - ii. Coordinate with photographer any specifics and details.
  - iii. Delivery of digital event photos are made by posting onto the Garrison Flickr page ([www.flickr.com/usaghumphreys](http://www.flickr.com/usaghumphreys)), other methods of delivery must be approved by the VI chief. Any photos posted to the USAG-H Flickr site must first be approved for release by the garrison Public Affairs Office.
- g. **Event Videography** – video documentation of official events
- i. Customers must provide pertinent information for event to include a point of contact, time and place for event, and time and place for rehearsal.
  - ii. Coordinate with videographer any specifics and details
  - iii. Coordinate with videographer the delivery format/method for Video products
  - iv. Video Production requires additional coordination and production time. There are three basic phases of video production cycle:
    - 1) Pre-Production Phase: Hold planning meetings; conduct research; develop timelines; prepare and coordinate written scripts; and prepare storyboard and shot lists as required. For event support requests, the VI technicians will coordinate time and place to set-up with the point of contact listed on the request.
    - 2) Production Phase: Conduct site surveys; provide live video recording; perform editing; provide a rough-cut copy for review; and obtain legal releases for copyrights and/or permissions as required.
    - 3) Post-Production Phase: Edit for final cut of the video; perform duplication of the video; distribute the video to the original requestor; adapt the finished product to other media formats if required; archive the completed product.

- h. **Graphic Design and Illustration:** Custom-made Graphics and illustrations for digital and printed media.
  - i. Enough lead-time is required for the design/creation of customized graphics, coordinate with graphics staff for specific time requirements.
  - ii. Provide the desired elements for projects that combine photographs and text, custom illustrations can be created for your project if details are provided.
  - iii. Web resolution graphics are much smaller in size than print resolution graphics. Photographs taken from web sites will probably not be large enough or good enough quality for print.
  - iv. The VIB cannot use copyrighted material without permission from the copyright owner. It is the customer's responsibility to get written permission.
- i. **Audiovisual Presentation Support:** Audiovisual support for official Army ceremonies and other events
  - i. Customers must provide pertinent information for event including a point of contact, time and place for event, and time and place for rehearsal.
  - ii. Coordinate with Audiovisual technician any specifics and details to include power requirements, podium support, number of microphones and size of the venue.
- j. **Equipment Loan:** Coordinate any special requirements with the VIB, ensure you contact the VIB early enough to arrange for support.
  - i. The customer will be informed when the products is complete and ready for pick up via an automated email from VIOS or a phone call.
  - ii. Customers will be required to fill out a DA Form 3161 (see enclosure 1)
  - iii. Customers should contact the VIB if they are unable to return the equipment at the scheduled time, a new VIOS work request will be necessary to extend the loan.
  - iv. For unreturned equipment, an email will be sent to the member's commander
- k. **Print Production:** The VIB has capability to print, mount and laminate charts, graphs and posters in different sizes. Units will be responsible for reimbursement of materials for these products.
  - i. The VIB cannot use copyrighted material without permission from the copyright owner. It is the customer's responsibility to get written permission.
  - ii. Graphics personnel will notify the customer if the provided graphics are not of sufficient quality for print production and fix or replace if time permits.
  - iii. Graphics that are designed for smaller size lose quality when enlarged and printed. You may be asked to provide a better resolution version for print production.
- l. **Billing:** VIOS will tabulate cost of materials and units will be invoiced on a monthly basis.
  - i. Upon submission of work request, VIOS generates an estimate of material costs, final cost may vary from the estimate.



## 9. GLOSSARY

### Acronyms and Abbreviations

AR	Army Regulation
AV	Audio Visual
DA Pam	Department of the Army Pamphlet
DAPMIS	Department of the Army Photograph Management Information System
DODI	Department of Defense Instruction
IAW	In Accordance With
M/VI	Multimedia/Visual Information
MOU	Memorandum of Understanding
SOP	Standard Operating Procedure
USAG-H	United States Army Garrison - Humphreys
VI	Visual Information
VIB	Visual Information Branch
VIOS	Visual Information Ordering Site
YCTV	Youth Center Television



# Enclosure 2. C4IM Service List (VI/M Excerpt)

## COMMAND, CONTROL, COMMUNICATIONS, COMPUTERS, AND INFORMATION MANAGEMENT (C4IM) SERVICES LIST (UNCLASSIFIED)

APPROVED Version 4, October 2013 for FY14 Implementation

List of Network Enterprise Center (NEC) Directorate of Information Management (DOM) and Cyber Centers C4IM Services

- The C4IM Services List pertains to NEC/DOM and Cyber Center provided services and managed infrastructure. There will be only one physical plant on the installation with one NEC/DOM network and multiple mission networks.
- Baseline Services - These services are specifically designated as "Baseline" in the C4IM Services List. Installation NEC/DOIMs will provide baseline IT services to Army activities on a non-reimbursable basis.
- Enhanced Services - These services are "Baseline" services with "Enhanced" performance measures that exceed one or more of the standards listed in the C4IM Services List. Army activities desiring "Enhanced" IT services will request and obtain these services from the installation NEC/DOIM on a reimbursable basis. Army activities and the NEC/DOIM will enter into support agreements for "Enhanced" Services.
- Mission Funded Services - These services are specifically designated as "Mission Funded" in the C4IM Services List. Army activities will reimburse the NEC/DOIM for these services unless the NEC/DOIM determines that the NEC/DOIM operations cannot reasonably provide the required services. Army activities and the NEC/DOIM will enter into support agreements for "Mission Funded" Services.

Task ID	Task	Service Provider	MDEP	Baseline (B) / Mission Funded (MF)	Availability	Response Time	PERFORMANCE STANDARDS			Capacity	Workload
							Reliability	Resolution			
Service 700.0 - Automation - Provide electronic messaging, software development and maintenance, database support, automation training, administration and policy support, network support, and COOP development.											
Primary Service Category (PSC) 700.1 - Mail Messaging/Collaboration (E-mail/DMS) and Storage Services - Provide electronic messaging and directory support and electronic messaging application system development and maintenance support. Provide administration of common-user storage. Includes touch labor support for this PSC.											
Function - 700.1.1 - Email Services (Unclassified and Classified up to Secret)											
700.1.1.1	Provide the capability to send, store, process, sign/encrypt, and receive e-mail and multi-media e-mail attachments, with interoperability across the Army, within the DoD, and outside of DoD.	NEC/Cyber Center	GOIM	B	E-mail services 24x7 (less scheduled down time)	Meet 99% reliability for e-mail	Meet 99% reliability for e-mail			Mailbox size 250MB with attachment size determined by local IA policies	
700.1.1.2	Provide e-mail services including directory replication, access to public folders, connector services, internet mail, calendar service, instant messaging, and team folders for threading discussions.	NEC/Cyber Center	GOIM	B	E-mail services 24x7 (less scheduled down time)	Meet 99% reliability for e-mail	Meet 99% reliability for e-mail				
700.1.1.3	Provide archiving, searching, and retrieval of e-mail anytime from anyplace IAW IA policy.	NEC/Cyber Center	GOIM	B	E-mail services 24x7 (less scheduled down time)	Meet 99% reliability for e-mail	Meet 99% reliability for e-mail				
700.1.1.4	Provide email account management (involves creating, deleting, supporting/guiding to connect with new cards, PCS moves, general troubleshooting, and serving as a liaison to DISA).	NEC	GOIM	B	0700-1700 daily on non-holiday workdays		New accounts requested within 2 work days of request				
700.1.1.9	Provide backup/Archival Storage, consisting of local and remote replication, ability to efficiently support Exchange Mailbox Endevore backup and recovery requirements currently based on 90 days after deletion retention -- and the ability to efficiently support various NetOps endevore backup and recovery requirements.	Cyber Center	WNET	B	0700-1700 daily on non-holiday workdays	Critical: Priority 1 = Immediate response (24x7); Urgent: Priority 2 = (4 hrs); Routine: Priority 3 = (24 hrs) days; Priority 4 = (3 days); Priority 5 = (5 days)					

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Page 1 of 47

Task ID	Task	Service Provider	MDEP	Baseline (B) / Mission Funded (MF)	Availability	Response Time	Reliability	Resolution	Capacity	Workload
701.10.1.6	Provide a Frequency Spectrum Manager.	NEC	QOIM	B	0700-1700 daily on non-holiday workdays					
701.10.1.7	Report, investigate, and resolve interference caused or received by Army radio frequency (RF) operations.	NEC	QOIM	B	Per training exercises performed daily, 0700-1700	Start 1 day of notification.	Meet 100% Reliability	Provide resolution within 30 days		
701.10.1.8	Upon request from user, verify Spectrum certification for new user equipment.	NEC	QOIM	B	0700-1700 daily on non-holiday workdays					
<b>Function - 701.10.4 - Military Affiliate Radio System (MARS)</b>										
701.10.4.1	Provide auxiliary communications for military, civil, and/or disaster officials during periods of emergency.	NEC		NF						
701.10.4.2	Assist in effecting normal communications under emergency conditions .	NEC		NF						
<b>Function - 701.10.5 - Touch Labor Support</b>										
701.10.5.1	Provide local touch labor (troubleshooting, repairing, etc.)	NEC	QOIM	B	24x7	Touch Labor within 2 days				
701.10.5.2	Provide local touch labor for troubleshooting and repair of mission related tasks.	NEC		NF						
<b>Service 702.0 - Multimedia/Visual Information Processes - Provide Multimedia/Visual Information support and services to support a diverse customer base.</b>										
<b>Primary Service Category (PSC) 702.2 - Graphic Arts Services - Provide all types of Graphic Arts services.</b>										
<b>Function - 702.2.1 - Graphic Self Help</b>										
702.2.1.1	Operate a Media Self-Help Facility by providing equipment for customer use for Graphic arts Services.	Vt Mgr	MM1M	B	0700-1700 daily on non-holiday workdays					
<b>Function - 702.2.2 - Graphic Arts Support</b>										
702.2.2.1	Furnish graphics art services and support to include consultation, design, estimate, and produce graphic art products, records, information, reports, and statistical data.	Vt Mgr	MM1M	B	0700-1700 daily on non-holiday workdays			Complete all graphic arts products in 6 working days	Two (2) paper only copy up to 24x36 inches	98% of requests are completed
702.2.2.2	Provide animation capabilities.	Vt Mgr		NF						
702.2.2.3	Provide custom framing, lamination, mounting and matting for artwork.	Vt Mgr		NF						

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Page 35 of 47

Task ID	Task	Service Provider	MDEP	Baseline (B) / Mission Funded (MF)	Availability	Response Time	PERFORMANCE STANDARDS Reliability Resolution	Capacity	Workload
702.2.2.4	Produce large format graphic images.	VI Mgr		NF					
702.2.2.5	Provide VI displays and exhibits, i.e., fabricate 2 or 3 dimensional objects.	VI Mgr		NF					
702.2.2.6	Provide recordings or copies of historical and significant events.	VI Mgr	IMU/1M	B	0700-1700 daily on non-holiday workdays				
Primary Service Catalog (PSC) 702.3 - Photography Services - Provide all types of Photography services.									
Function - 702.3.1 - Photography									
702.3.1.1	Scan negative or positive film or other flat media, up to 11x17 in size, to electronic or optical media and/or produce hardcopy prints from scans not to exceed 24x36 inches. (Includes non-still camera based imagery capture).	VI Mgr	IMU/1M	B	0700-1700 daily on non-holiday workdays		Complete all photographic products in 5 working days of the assignment date	One paper only copy up to 24x36 inches per scan or one optical disc	98% of requested are completed
702.3.1.2	Provide digital photographic services in studio (such as Head & Shoulders, tabletop photography and passports) and field environments (such as ceremonies, on-location assignments, and special events). (Includes still camera based imagery capture)	VI Mgr	IMU/1M	B	0700-1700 daily on non-holiday workdays		Complete all photographic products in 5 working days of the assignment date	DA Photos per AR 640-30 standards. Historical occasion/ significant event or ceremony - all images provided on digital media	98% of requests are completed
702.3.1.3	Provide large format prints, and/or lamination and mounting where required.	VI Mgr		NF					
702.3.1.4	Provide large scale printing and plotting with DoD print plant facilities or Army Enterprise Multimedia Centers.	VI Mgr		NF					
702.3.1.5	Provide recordings or copies of historical and significant events.	VI Mgr	IMU/1M	B	0700-1700 daily on non-holiday workdays				
Primary Service Catalog (PSC) 702.4 - Multimedia Services - Provide all types of Multimedia services.									
Function - 702.4.1 - Multimedia									



Task ID	Task	Service Provider	MDEP	Baseline (B) / Mission Funded (MF)	PERFORMANCE STANDARDS				Capacity	Workload
					Availability	Response Time	Reliability	Resolution		
702.5.2.6	Produce 508 compliant products in accordance with DoDI instruction 5040.09 for local VI video productions. Local video products are those that are less than \$5,000 (to include man-hours, equipment rental, admin expenses, and other operating costs), are within the garrison area of responsibility (as per AR 5-9), and incur no direct out of pocket expenses (e.g., narration services, equipment rentals or closed captioning services).	VI Mgr	IMU11M	B	0700-1700 daily on non-holiday workdays			Complete all video products within 7 working days of event date	Two (2) copies for local productions	98% of requests are completed
702.5.2.7	Produce 508 compliant products in accordance with DoDI instruction 5040.09 for non-local VI video productions. Non-Local video products are those that are greater than \$5,000 (to include man-hours, equipment rental, admin expenses, and other operating costs), are distributed Army wide, and incur direct out of pocket expenses.	VI Mgr		MF						
702.5.2.8	Research and acquire imagery from internal DoD archives.	VI Mgr	IMU11M	B	0700-1700 daily on non-holiday workdays			10 day turn around for all work orders		
702.5.2.9	Research and acquire imagery from outside/commercial sources.	VI Mgr		MF						
702.5.2.10	Provide the service to duplicate video tapes, CDs, and digital video discs (DVDs) up to locally established limits. (no copyrighted material).	VI Mgr		MF						
702.5.2.11	Provide recordings or copies of historical and significant events.	VI Mgr	IMU11M	B	0700-1700 daily on non-holiday workdays					
Primary Service Category (PSC) 702.6 - VI Media/Equipment Support Services - Provide various VI Media / Equipment Support Services.										
Function - 702.6.1 - Media/Equipment Services										
702.6.1.1	Provide instruction and briefings in the use of VI systems and instructional technology.	VI Mgr	IMU11M	B	0700-1700 daily on non-holiday workdays					
702.6.1.2	Maintain VI library of applicable media products for loan.	VI Mgr	IMU11M	B	0700-1700 daily on non-holiday workdays					
702.6.1.6	Provide VI equipment loans.	VI Mgr	IMU11M	B	0700-1700 daily on non-holiday workdays					
Primary Service Category (PSC) 702.7 - Presentation Support - Provide public address system / presentation support for official functions (set up, operations, and tear down).										
Function - 702.7.1 - Presentation Support										





# Visual Information Ordering System (VIOS)

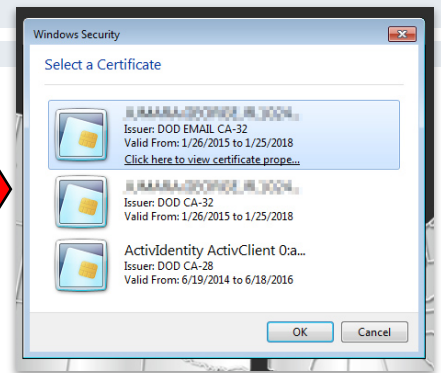
## Work Request Instructions

- Basic information for all requests 2
- Requesting Studio Photography Support 3
- Requesting Event Photography Support 6
- Requesting Event Videography Support 8
- Requesting Graphic Design and Illustration Support 10
- Requesting Audiovisual Support 13
- Requesting Audiovisual Equipment Loan 15
- Requesting Print Support 17

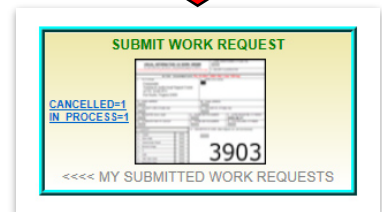
# Basic Information for all Requests



Select Asia



Select your digital certificate



Select "SUBMIT WORK REQUEST"

A screenshot of the 'Customer Contact Information' form. The form is titled 'Customer Contact Information' and contains various fields for user information. The fields include: 'If request for Other, Enter User Name', 'Select Request For' (dropdown), 'First Name', 'M. Initial', 'Last Name', 'Current Organization' (USAG-Humphreys), 'Change Organization' (dropdown), 'Grade' (GS-11), 'Your Telephone' (214 733-8000), 'DSN' (214 733-8000), 'Your DoD E-Mail Address' (george.jumara@usag-humphreys.mil), 'Address' (USAG-H HQ BLDG 1280), 'City' (APO), 'State' (AK), 'Zip' (96271), 'Alternate POC Name', 'Alternate POC Grade', 'Alternate POC Telephone', and 'Alternate POC E-Mail'. There are also radio buttons for 'Pickup' and 'Ship', and a 'Note: Ship option is restricted to off-site customers'. The form has 'Next' and 'Cancel' buttons at the bottom.

Verify your contact information.

# Requesting Studio Photography Support

The screenshot shows a web form titled "Type of Product & Service". At the top, there are two radio buttons: "Unclassified" (selected) and "Classified". Below this is a "Justification" field containing the text "Promotion board". A link "Please click on Service for Description" is visible. Underneath, there is a list of services with radio buttons: "Photography" (selected), "Prints, Photos, Signs and Charts", "Design/Graphic Services", "Video / Audio", "Audiovisual Events (Presentation Support)", and "Audiovisual Equipment & Loan Media Item Support". A "Jump to Comments" link is on the right. At the bottom are "Previous", "Next", and "Cancel" buttons.

Add justification, select "Photography".

This block of text will appear when you select Photography:

**PHOTOGRAPHY:** DA Photos (also USN, USMC, USAF), Chain of Command Portraits, Official Passport/VISA Photos for official travel, photo documentation of events and training; Printing, 35mm Negative & slide scanning, flatbed scanning up to legal size

The screenshot shows a web form titled "Photography". At the top, a red banner reads "File containing Sensitive Information SHOULD NOT be attached." Below this is a "Type of Photography:" label and a dropdown menu. The dropdown menu is open, showing four options: "DA Photo", "Head & Shoulders/Passport", "Photography of Special Event", and "Scanning". At the bottom are "Previous", "Next", and "Cancel" buttons.

Select the Type of Photography.


# Requesting Studio Photography Support (Continued)


Photography

File containing Sensitive Information SHOULD NOT be attached.

Type of Photography: DA Photo

☒ Promotion Board ☐ School Requirements ☐ Special Requirements ☐ Warrant Officer Package

Last Name: Jumara  
First Name: George  
Middle Initial:   
Enlisted ☒ Officers ☐  
Enter MOS: 25M  
Studio: DA PHOTO STUDIO  
Appointment Date:   
Quantity: 1

Type of Photography: Head & Shoulders/Passport  
Type of Portrait: ...Select...  
Portrait Size: ...Select...  
Studio: ...Select...  
Appointment Date:   
Quantity: 1

Click for calendar

For DA Photo

For Head and Shoulders/Passport

Previous Next Cancel


Fill in Details, use calendar to schedule appointment.

Appointment Calendar - DAPhotos For Studio: DA PHOTO STUDIO - Windows Internet Explorer

Mar		April 2015				May
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2 0800 RESERVED 0830 RESERVED 0845 AVAILABLE 0900 AVAILABLE 0915 AVAILABLE 0930 RESERVED 0945 AVAILABLE 1000 AVAILABLE 1015 RESERVED 1030 RESERVED 1045 RESERVED 1100 RESERVED	3 0800 RESERVED 0815 AVAILABLE 0830 AVAILABLE 0845 RESERVED 0900 AVAILABLE 0915 RESERVED 0930 RESERVED 0945 AVAILABLE 1000 RESERVED 1015 RESERVED 1030 RESERVED 1045 AVAILABLE 1100 RESERVED 1315 RESERVED 1330 RESERVED 1345 AVAILABLE 1400 AVAILABLE 1415 AVAILABLE 1430 AVAILABLE 1445 AVAILABLE 1500 AVAILABLE	4
5	6 0800 RESERVED 0815 AVAILABLE 0830 AVAILABLE 0845 AVAILABLE 0900 AVAILABLE 0915 AVAILABLE 0930 RESERVED 0945 AVAILABLE	7	8 0900 RESERVED 0915 AVAILABLE 0930 AVAILABLE 0945 AVAILABLE 0900 RESERVED 0915 AVAILABLE 0930 RESERVED 0945 AVAILABLE	9	10 0800 AVAILABLE 0815 AVAILABLE 0830 AVAILABLE 0845 AVAILABLE 0900 RESERVED 0915 RESERVED 0930 RESERVED 0945 RESERVED 1000 RESERVED	11

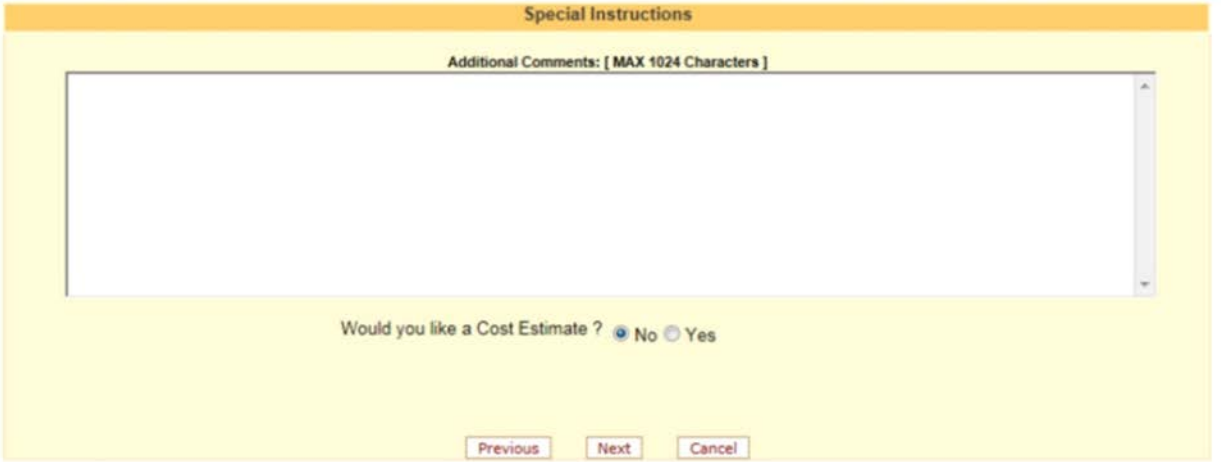
Select time and date from pop-out calendar.

# Requesting Studio Photography Support (Conclusion)




The screenshot shows a web form titled "Photography". At the top, a red warning box states: "File containing Sensitive Information SHOULD NOT be attached." Below this, the "Type of Photography:" dropdown is set to "DA Photo". There are four checkboxes: "Promotion Board" (checked), "School Requirements", "Special Requirements", and "Warrant Officer Package". The "Last Name" field contains "Jumara", "First Name" contains "George", and "Middle Initial" is empty. The "Enlisted" radio button is selected, and "Officers" is unselected. The "Enter MOS" field contains "25M", and the "Studio" dropdown is set to "DA PHOTO STUDIO". The "Appointment Date" is "04/02/2015 0945" and "Quantity" is "1". At the bottom are "Previous", "Next", and "Cancel" buttons.

The scheduled appointment will populate the form.



The screenshot shows a web form titled "Special Instructions". It features a large text area for "Additional Comments: [ MAX 1024 Characters ]". Below the text area, there is a question "Would you like a Cost Estimate ?" with "No" selected and "Yes" unselected. At the bottom are "Previous", "Next", and "Cancel" buttons.

Fill in additional comments.



The screenshot shows a "Summary" page. It is divided into three main sections: "Customer Contact Information", "Justification", and "Service - DA Photo".  
**Customer Contact Information:**  
Name: George Jumara, Grade: GS-11, Phone: (703) 123-4567, DSN: (703) 123-4567, Email: george.jumara@hqa.com, Organization: USAQ-Humphreys, Address: USAQ-H HQ BLDG 1280, City: APO, State: AP, Zip Code: 96271, Charge#: VI-05-04-A3, Alt. POC Name: [blank], Grade: [blank], Phone: [blank], Email: [blank], Pickup Address: [blank], City: [blank], State: AK, Zip Code: [blank], Delivery Type: Pickup.  
**Justification:** Justification: Promotion board, Security Classification: Unclassified.  
**Service - DA Photo:** Promotion Board: yes, First Name: George, Last Name: Jumara, Middle Initial: [blank], MOS: 25M, Studio: DA PHOTO STUDIO, Appointment Date: 04/02/2015 0945, Quantity: 1.  
At the bottom are "Previous", "Submit", and "Cancel" buttons.

Review and submit.

# Requesting Event Photography Support

The screenshot shows a web form titled "Type of Product & Service". At the top, there are two radio buttons: "Unclassified" (selected) and "Classified". Below this is a "Justification" text box containing the text "Garrison Support". A link "Please click on Service for Description" is visible. A list of services is provided with radio buttons: "Photography" (selected), "Prints, Photos, Signs and Charts", "Design/Graphic Services", "Video / Audio", "Audiovisual Events (Presentation Support)", and "Audiovisual Equipment & Loan Media Item Support". A "Jump to Comments" link is at the bottom right. On the left side, there is a block of text in pink: "PHOTOGRAPHY: DA Photos (also USN, USMC, USAF), Chain of Command Portraits, Official Passport/VISA Photos for official travel, photo documentation of events and training; Printing, 35mm Negative & slide scanning, flatbed scanning up to legal size." At the bottom are "Previous", "Next", and "Cancel" buttons.

Select "Photography" and add justification.

The screenshot shows a web form titled "Photography". At the top, a red banner reads "File containing Sensitive Information SHOULD NOT be attached." Below this is a "Type of Photography:" label and a dropdown menu. The dropdown menu is open, showing four options: "DA Photo", "Head & Shoulders/Passport", "Photography of Special Event" (highlighted in blue), and "Scanning". At the bottom are "Previous", "Next", and "Cancel" buttons.

Select "Photography of Special Event"



# Requesting Event Photography Support (Continued)

**Photography**

**File containing Sensitive Information SHOULD NOT be attached.**

Type of Photography: Photography of Special Event

Name of Event: Change of Command (BN/O5 and above only)

Location: Super Gym

Estimated Attendance: 300

Start Date: 06/26/2015

Start Time: 1005

End Date: 06/26/2015

End Time: 1100

**Media** **Quantity**

CD ☐

Print ☐

File ☒ JPEG (Joint Photographic E)

Send File via Email ☐

Previous Next Cancel

Fill in details about the event, time, date, location etc.

**Special Instructions**

**Additional Comments: [ MAX 1024 Characters ]**

Please provide two photographers if possible, to ensure best coverage of event.

Current Length: 79.

Would you like a Cost Estimate ? ☒ No ☐ Yes

Previous Next Cancel

Fill in additional comments.

**Summary**

**Customer Contact Information**

Name: [REDACTED] Organization: USAG-Humphreys Alt. POC Name: [REDACTED] Pickup Address: [REDACTED]

Grade: [REDACTED] Address: USAIG-H HQ BLDG 1280 Grade: [REDACTED] City: [REDACTED]

Phone: [REDACTED] City: APO Phone: [REDACTED] State: AK

DSN: [REDACTED] State: AP Phone: [REDACTED] Zip Code: [REDACTED]

Email: [REDACTED] Zip Code: 96271 Email: [REDACTED] Delivery Type: Pickup

Charge#: VI-05-04-A3

**Justification**

Justification: Garrison Support Security Classification: Unclassified

**Service - Photography of Special Event**

Type: Change of Command (BN/O5 and above only) Location: Super Gym Est. Attendance: 300

Start Date: 06/26/2015 Start Time: 1005 End Date: 06/26/2015 End Time: 1100

**Media**

File: JPEG (Joint Photographic Experts Group)

**Additional Comments**

Please provide two photographers if possible, to ensure best coverage of event.

Previous Submit Cancel

Review and submit.

# Requesting Event Photography/Videography Support

**Type of Product & Service**

☒ Unclassified ☐ Classified

Justification: Garrison Support

[Please click on Service for Description](#)

☐ Photography

☐ Prints, Photos, Signs and Charts

☐ Design/Graphic Services

☐ Video / Audio

☒ Audiovisual Events (Presentation Support)

☐ Audiovisual Equipment & Loan Media Item Support

☐ **Jump to Comments**

Select “Audiovisual Events (Presentation Support)” and add justification.

**Audiovisual Events (Presentation Support)**

**File containing Sensitive Information SHOULD NOT be attached.**

Choose type of support Needed for Event: (you may choose more than one)

☐ PowerPoint Presentation Support ☒ Video Presentation Support ☐ Sound Support ☐ Video Recording Support

Event: Change of Command (BN/05 and above only) 2 Video Camera

Location: Super Gym

Attendance: 200

☐ E9 ☒ 06 or higher ☐ Other

☒ Indoor ☐ Outdoor

Events	Start Date	Start Time	End Date	End Time
Key Leader <input checked="" type="checkbox"/>	<u>06/18/2015</u>	<u>0800</u>	<u>06/18/2015</u>	<u>1000</u>
Rehearsal <input type="checkbox"/>				
Full Dress Rehearsal <input type="checkbox"/>				
Inclement Weather Rehearsal <input type="checkbox"/>				
Main Event	<u>06/18/2015</u>	<u>0800</u>	<u>06/18/2015</u>	<u>1000</u>

[Fill Required Data then Click here to attach file](#) Max Size: 32MB

Attach Operation Order

Attach Ceremony Layout

Fill in details about event, location, rehearsal dates, time date, etc.



# Requesting Event Photography/Videography Support (Conclusion)

Audiovisual Events (Presentation Support)

Additional Comments: [ MAX 1024 Characters ]

Would you like a Cost Estimate ? ☒ No ☐ Yes

Previous Next Cancel

Add Additional Comments. Cost estimate may not include CD/DVD media at this time.  
A small charge for the media may be incurred and charged to the unit.

Summary

**Customer Contact Information**

Name: [Redacted] Organization: USAG-Humphreys Alt. POC Name: [Redacted] Pickup Address: [Redacted]  
Grade: [Redacted] Address: USAG-H HQ BLDG 1280 Grade: [Redacted] City: [Redacted]  
Phone: [Redacted] City: APO Phone: [Redacted] State: AK  
DSN: [Redacted] State: AP Email: [Redacted] Zip Code: [Redacted]  
Email: [Redacted] Zip Code: 96271 Delivery Type: Pickup  
Charge#: VI-05-04-A3

**Justification**

Justification: Garrison Support Security Classification: Unclassified

**Service - Audiovisual Events (Presentation Support)**

AV Support: Video Presentation Support=Yes  
AV Event: Change of Command (BN/05 and above only) 2 Video Camera 1 Still Camera Set-up Location: Super Gym Attendance: 200 EventType: 06 or higher

**Events**

Key Leader Start: 06/18/2015 0800 End: 06/18/2015 1000  
Main Event Start: 06/18/2015 0800 End: 06/18/2015 1000

Previous Submit Cancel

Review and submit.

# Requesting Graphic Design/Illustration Support

The screenshot shows a web form titled "Type of Product & Service". At the top, there are two radio buttons: "Unclassified" (selected) and "Classified". Below this is a "Justification" text box containing the word "Training". To the left of the main options, there is a block of text in purple: "DESIGN SERVICES: Original Design or modification of customer's design for official posters, charts, graphs and temporary signs and small publications. Original Design Services (concept to completion) are limited to those required by O6 and above." Below the justification box, there is a link that says "Please click on Service for Description". A list of service options follows, each with a radio button: "Photography", "Prints, Photos, Signs and Charts", "Design/Graphic Services" (selected), "Video / Audio", "Audiovisual Events (Presentation Support)", and "Audiovisual Equipment & Loan Media Item Support". At the bottom right of the list is a checkbox labeled "Jump to Comments". At the very bottom of the form are three buttons: "Previous", "Next", and "Cancel".

Select "Design/Graphic Services" and add justification.

The screenshot shows a web form titled "Design/Graphic Services". At the top, there is a red warning box that says "File containing Sensitive Information SHOULD NOT be attached." Below this, there are four radio buttons: "Poster", "Collage", "Display", and "Publication". At the bottom of the form are three buttons: "Previous", "Next", and "Cancel".

Select the type of product you need.

# Requesting Graphic Design/Illustration Support (Continued)

**Design/Graphic Services**  
**File containing Sensitive Information SHOULD NOT be attached.**

☒ Poster ☐ Collage ☐ Display ☐ Publication

Poster Product:  Use  Quantity  Cost

Other:  Indoor ☒ Outdoor ☐

ComputerFile:  Browse... Max Size:32MB

Note: If attaching a file, wait for file upload before clicking Add Product(s)

**Add Product(s)**

Required Date:

Enter job specifics, theme, size, style, etc.

**Design/Graphic Services**  
**File containing Sensitive Information SHOULD NOT be attached.**

☒ Poster ☐ Collage ☐ Display ☐ Publication

Poster Product:  Use  Quantity  Cost

Other:  Indoor ☒ Outdoor ☐

ComputerFile:  Browse... Max Size:32MB

Note: If attaching a file, wait for file upload before clicking Add Product(s)

**Add Product(s)**

Type	Product	Location	Quantity	Cost	File
Poster	Program Informational Poster [Special Req.]	Indoor	2	\$0.00	

Est. Total: \$0.00

Required Date:

Click on “Add Products” and the blue box with the product appears.  
For more products, fill in required fields and hit the “Add Product(S)” button again.

# Requesting Graphic Design/Illustration Support (Concluded)

**Special Instructions**

**Additional Comments: [ MAX 1024 Characters ]**

Please use unit logo with the Eagle and photos of the helicopters provided. The text should read "Leading the charge" We want a patriotic style but no flags.

Current Length: 160.

Would you like a Cost Estimate ? ☒ No ☐ Yes

Add additional comments or details about project. If printing is required, reimbursement cost can not be calculated at this time for Graphic Design Services.

**Summary**

**Customer Contact Information**

**Name:**  **Organization:** USAG-Humphreys **Alt. POC Name:**  **Pickup Address:**

**Grade:**  **Address:** USAG-H HQ BLDG 1280 **Grade:**  **City:**

**Phone:**  **City:** APO **Phone:**  **State:** AK

**DSN:**  **State:** AP **Email:**  **Zip Code:**

**Email:**  **Zip Code:** 96271 **Delivery Type:** Pickup

**Charge#:** VI-05-04-A3

**Justification**

**Justification:** Garrison Support **Security Classification:** Unclassified

**Service - Design Services - Poster**

**Type:** Poster **Product:** Program Informational Poster [Special Req] **Use:** Indoor **Quality:** 2 **Cost:** \$0.00 **File Name:** (No Attachment)

**Required:** 06/29/2015 **Est. Cost:** \$0.00

**Additional Comments**

Please use unit logo with the Eagle and photos of the helicopters provided. The text should read "Leading the charge" We want a patriotic style but no flags.

Review and submit.

# Requesting Audiovisual Support

**Type of Product & Service**

☒ Unclassified ☐ Classified

Justification: Garrison support

Please click on Service for Description

- ☐ Photography
- ☐ Prints, Photos, Signs and Charts
- ☐ Design/Graphic Services
- ☐ Video / Audio
- ☒ Audiovisual Events (Presentation Support)
- ☐ Audiovisual Equipment & Loan Media Item Support

☐ Jump to Comments

Previous Next Cancel

**EVENT SUPPORT: set-up multimedia projectors (PowerPoint Presentation Support), media playback devices (Video Presentation Support) and public address systems (Sound Support) and Video Documentation/Recording (Video Recording Support)**

Select "Audiovisual Events (Presentation Support)".

**Audiovisual Events (Presentation Support)**

**File containing Sensitive Information SHOULD NOT be attached.**

Choose type of support Needed for Event: (you may choose more than one)

☐ PowerPoint Presentation Support ☐ Video Presentation Support ☐ Sound Support ☐ Video Recording Support

Event: ...Select...  
Location: ...Select...  
Attendance:

☐ E9 ☐ 06 or higher ☐ Other

☒ Indoor ☐ Outdoor

Events	Start Date	Start Time	End Date	End Time
Key Leader <input type="checkbox"/>				
Rehearsal <input type="checkbox"/>				
Full Dress Rehearsal <input type="checkbox"/>				
Inclement Weather Rehearsal <input type="checkbox"/>				
Main Event	05/29/2015	0800	05/29/2015	1000

Fill Required Data then Click here to attach file

Max Size: 32MB

Attach Operation Order: Browse...

Attach Ceremony Layout: Browse...

Fill in the type, location and time date of support you are requesting.

# Requesting Audiovisual Support (Conclusion)

Audiovisual Events (Presentation Support)

Additional Comments: [ MAX 1024 Characters ]

Would you like a Cost Estimate ? ☒ No ☐ Yes

Previous Next Cancel

Add Additional Comments, no cost is incurred for presentation support.

Summary

**Customer Contact Information**

Name: George Sumers	Organization: USAG-Birmingham	Alt. POC Name:	Pickup Address:
Grade: GS-11	Address: BRACER PG BLDG - CDR	Grade:	City:
Phone: 011 754-8850	City: APO	Phone:	State: AK
DSN: 011 754-8850	State: AP	Email:	Zip Code:
Email: georgesumers.11@gmail.com	Zip Code: 96371		Delivery Type: Pickup
	Charge#:		

**Justification**

Justification: Garrison Support Security Classification: Unclassified

**Service - Audiovisual Events (Presentation Support)**

AV Support: Video Recording Support=Yes

AV Event: Change of Command (BN/05 and above only) 2 Video Camera Set-up Location: Super Gym Attendance: 300 EventType: 06 or higher

**Events**

Key Leader	Start: 06/05/2015 0800	End: 06/05/2015 1000
Main Event	Start: 06/05/2015 1000	End: 06/05/2015 1100

Previous Submit Cancel

Review and submit.

# Requesting Audiovisual Equipment Loan

The screenshot shows a web form titled "Type of Product & Service". At the top, there are two radio buttons: "Unclassified" (which is selected) and "Classified". Below this is a "Justification" text box containing the word "Test". A blue link "Please click on Service for Description" is positioned above a list of service options. The options are: "Photography", "Prints, Photos, Signs and Charts", "Design/Graphic Services", "Video / Audio", "Audiovisual Events (Presentation Support)", and "Audiovisual Equipment & Loan Media Item Support" (which is selected). To the right of the list is a checkbox labeled "Jump to Comments". At the bottom of the form are three buttons: "Previous", "Next", and "Cancel".

Select "Audiovisual Equipment & Loan Media Item Support".

The screenshot shows a web form titled "Audiovisual Equipment & Loan Media Item Support". A red warning box at the top states "File containing Sensitive Information SHOULD NOT be attached.". The form is divided into two main sections: "Audio Visual Equipment" and "Media Items". The "Audio Visual Equipment" section has a table with columns "Equipment", "Quantity", "Required Date", and "Return Date". The "Equipment" column has a dropdown menu with "Select..." and "Type:" below it. The "Quantity" column has a text box with "1". The "Required Date" and "Return Date" columns have date pickers set to "06/25/2015". An "Add Item" button is below the table. The "Media Items" section has a similar table with columns "Category", "Quantity", "Required Date", and "Return Date". The "Category" column has a dropdown menu with "Select..." and "Items:" below it. The "Quantity" column has a text box with "1". The "Required Date" and "Return Date" columns have date pickers set to "06/25/2015". An "Add Item" button is below the table. At the bottom of the form are three buttons: "Previous", "Next", and "Cancel".

Select the equipment type and quantity, date required and return date.



# Requesting Audiovisual Equipment Loan (Conclusion)

Audiovisual Equipment & Loan Media Item Support

Additional Comments: [ MAX 1024 Characters ]

Would you like a Cost Estimate ? ☒ No ☐ Yes

Previous Next Cancel

Add Additional Comments or details, no cost is incurred for A/V Equipment support.

Summary

**Customer Contact Information**

Name:	Organization: USAG-Humphreys	Alt. POC Name:	Pickup Address:
Grade:	Address: USAG-H HQ BLDG 1280	Grade:	City:
Phone:	City: APO	Phone:	State: AK
DSN:	State: AP	Email:	Zip Code:
Email:	Zip Code: 96271		Delivery Type: Pickup
	Charge#: VI-05-04-A3		

**Justification**

Justification: Test Security Classification: Unclassified

**Service - Audiovisual Equipment & Loan Media Item Support**

Type	Quantity	AudioVisual Equipment Required Date	Return Date
DA-Lite Screen #3	1	06/25/2015	06/25/2015

Previous Submit Cancel

Review and submit.



# Requesting Print Support

The screenshot shows a web form titled "Type of Product & Service". At the top, there are two radio buttons: "Unclassified" (selected) and "Classified". Below this is a "Justification" text box containing the text "Army Training Requirement". To the left of the form, there is a pink text box with the following text: "Printing, mounting and lamination of photographs, posters, charts & graphs and temporary signs for official purposes. Some products are reimbursable. Maximum in-house size is 30" x 40". Below the justification box, there is a link that says "Please click on Service for Description". Below this link is a list of services with radio buttons: "Photography", "Prints, Photos, Signs and Charts" (selected), "Design/Graphic Services", "Video / Audio", "Audiovisual Events (Presentation Support)", and "Audiovisual Equipment & Loan Media Item Support". To the right of this list is a checkbox labeled "Jump to Comments". At the bottom of the form are three buttons: "Previous", "Next", and "Cancel".

Select "Prints, Photos, Signs and Charts" and add justification.

The screenshot shows a web form titled "Prints, Photos, Signs and Charts". At the top, there is a red text box with the text: "File containing Sensitive Information SHOULD NOT be attached.". Below this is a row of two radio buttons: "From HardCopy Original" and "From Computer File" (selected). At the bottom of the form are three buttons: "Previous", "Next", and "Cancel".

Select Hard Copy or Computer File.

# Requesting Print Support (Continued)

The screenshot shows the 'Prints, Photos, Signs and Charts' section of a web application. At the top, there is a warning: 'File containing Sensitive Information SHOULD NOT be attached.' Below this, there are radio buttons for 'From HardCopy Original' and 'From Computer File'. The main area is a table with columns: 'Select Product', 'Use', 'Quantity', and 'Cost'. The 'Select Product' dropdown menu is open, displaying a long list of product options, including various sizes (16x20, 20x30, 30x40) and types (LAMINATE & MOUNT, PRINT & LAMINATE, etc.). The 'Use' column has radio buttons for 'Indoor' and 'Outdoor'. The 'Quantity' column has a text input field. The 'Cost' column has a text input field and a 'Browse...' button. A 'Cancel' button is also visible.

Select specific size and specifics for your product.

The screenshot shows the same web application interface, but now the 'Select Product' dropdown is set to '20x30 PRINT & LAMINATE & MOUNT ON POSTER BOARD'. The 'Use' column has radio buttons for 'Indoor' and 'Outdoor'. The 'Quantity' column has a text input field with the value '1'. The 'Cost' column has a text input field with the value '\$29.21'. Below the table, there is a 'ComputerFile:' field with the path 'E:\George\Artwork\Aperture-depth-of-field-photography-cheat-sheet.jpg' and a 'Max Size:32MB' label. A 'Browse...' button is next to the file path. A 'Note: Wait for file upload before clicking Add Product(s)' is displayed. Below this, there is an 'Add Product(s)' button. At the bottom, there is a 'Required Date:' field with the value '04/13/2015' and a calendar icon. At the very bottom, there are 'Previous', 'Next', and 'Cancel' buttons.

Fill in Quantity, upload file to be printed and hit the "Add Product(S)" button.

# Requesting Print Support (Conclusion)

Prints, Photos, Signs and Charts

**File containing Sensitive Information SHOULD NOT be attached.**

☐ From HardCopy Original ☒ From Computer File

**Select Product** **Use** **Quantity** **Cost**

20x30 PRINT & LAMINATE & MOUNT ON POSTER BOARD ☒ Indoor ☐ Outdoor 1 \$29.21

ComputerFile: Aperture-depth-of-field-photography-cheat-sheet.jpg Browse...

Max Size:32MB

Note: Wait for file upload before clicking Add Product(s)

**Add Product(s)**

Product	Location	Quantity	Cost	File
20x30 PRINT & LAMINATE & MOUNT ON POSTER BOARD	Indoor	1	\$29.21	Aperture-depth-of-field-photography-cheat-sheet.jpg

Est. Total: \$29.21

Required Date: 04/13/2015

**Previous** **Next** **Cancel**

For more products, fill in required fields and hit the “Add Product(S)” button again.

Special Instructions

**Additional Comments: [ MAX 1024 Characters ]**

Please print, mount and laminate one of each of the 3 powerpoint slides with the training information. 3 posters total.

Current Length: 121.

Would you like a Cost Estimate ? ☒ No ☐ Yes

**Previous** **Next** **Cancel**

Add additional comments or details. The estimate may not be accurate because of actual quantity required.

**Summary**

**Customer Contact Information**

Name: George J. J. Organization: USAG-Humphreys Alt. POC Name: Pickup Address:  
Grade: Captain Address: USAG-H HQ BLDG 1280 Grade: City:  
Phone: 714 123-4567 City: APO Phone: State: AK  
DSN: 714 123-4567 State: AP Phone: Zip Code:  
Email: george.j.j@usag-h.com Email: Delivery Type: Pickup  
Charge#: VI-05-04-A3

**Justification**

Justification: Army Training Requirement Security Classification: Unclassified

**Service - Prints, Photos, Signs and Charts - From Computer File**

Product	Use	Quantity	Cost	File Name
20x30 PRINT & LAMINATE & MOUNT ON POSTER BOARD	Indoor	1	\$29.21	Aperture-depth-of-field-photography-cheat-sheet.jpg

Required: 04/13/2015 Est. Cost: \$29.21

**Additional Comments**

Please print, mount and laminate one of each of the 3 powerpoint slides with the training information. 3 posters total.

**Previous** **Submit** **Cancel**

Review and submit.