

E6. ENCLOSURE 6

Sample DD Forms 1995

**Visual Information (VI) Production Request and Report
(DD Form 1995)**

Report Control Symbol DD-PA(AR)1381.

View Form.

[View Purpose of Form 1995.](#)

[View When to Use Form 1995.](#)

[View Notes.](#)

[View/Initiate Post Distribution Evaluations.](#)

Created/Edited on: Mon May 6 8:51:20 CDT 2002

By: reverseproxy.redstone.army.mil

Existing Record:	
PIN: 711591	Development Status: Pending Production
SECTION I - TO BE COMPLETED BY OFFICE OF PRIMARY RESPONSIBILITY (OPR) <i>(See Note 4)</i>	
1. TITLE: Employment and Removal of US Anti-Tank Mines	2. SERIES TITLE AND PART:
3. PURPOSE: Familiarize Engineer EOBC classes with these mines	
PRESENTATION SCENARIO: Classroom with instructor	
4. DESCRIPTION/SYNOPSIS: Three mines will be covered: M15, M19, M21. A demonstration on how to inspect each mine, the components of each, how to prep the site, arm the mine, camouflage the mine, and recover and disarm the mine.	
5. PRODUCTION OBJECTIVE: <i>(Select one)</i> Education and Training	
6. PRIMARY AUDIENCE: Engineer EOBC	
7. SECURITY CLASSIFICATION: <i>(Select one)</i> Unclassified	8. CLASSIFIED BY:
	9. DECLASSIFIED ON: <i>(YYYYMMDD)</i>
10a. DOWNGRADED TO:	10b. DOWNGRADED ON: <i>(YYYYMMDD)</i>
11. INITIAL DISTRIBUTION: <i>(Select one)</i> Major Command	12. INITIAL DISTRIBUTION LIST: <i>(Select one)</i> To be provided

DISTRIBUTION LIST IN TEXT FORMAT:		CURRENTLY ATTACHED DOCUMENT: NONE ATTACHED	
13. DISTRIBUTION MEDIUM:(<i>Check as applicable</i>) a. VIDEO b. DIGITAL c. ELECTRONIC VHS		14. COMMENTS:	
15. OFFICE OF PRIMARY RESPONSIBILITY/REQUESTOR			
a. POINT OF CONTACT NAME:(<i>Last, First, Middle Initial</i>) Lewis, Maureen M			
b. MAILING ADDRESS:(<i>Street, Suite Number, City, State, ZIP Code</i>) U.S. Army MANSCEN 320 MANSCEN Loop, Suite 210 Ft. Leonard Wood, MO 65473			
c. Telephone:(<i>Include Area Code</i>) 573-564-4094		d. FAX NUMBER:(<i>Include Area Code</i>) 573-568-4081	
e. EMAIL ADDRESS: lewism@wood.army.mil			
16. COMPONENT:(<i>Select one</i>) Army		17. DATE REQUIRED:(<i>YYYYMMDD</i>) 20050130	
18. COMMUNICATION TO MY INTENDED AUDIENCE OF THE MESSAGE (S) IN THE VI PRODUCTION I AM HEREBY REQUESTING:			
<ul style="list-style-type: none"> • IS MISSION ESSENTIAL. • CANNOT BE ADEQUATELY ACCOMPLISHED BY ANY VI PRODUCTION IN THE EXISTING DOD INVENTORY (See Note 2). • AMONG ALL MEDIA, IS BEST ACCOMPLISHED WITH A VI PRODUCTION. 			
a. NAME OF HEAD OF OPR OR REPRESENTATIVE:(<i>Last, First, Middle Initial</i>) Smith, Kenneth			
b. RANK: CPT		c. POSITION: Chief, Tactics Branch	
d. Telephone:(<i>Include Area Code</i>) 573-568-5893		e. FAX NUMBER:(<i>Include Area Code</i>)	
f. EMAIL ADDRESS bsmith@wood.army.mil			
g. SIGNATURE: YES		h. DATE SIGNED:(<i>YYYYMMDD</i>) 20041030	
SECTION I STATUS: Complete			

Edit Section II

Created/Edited on: Fri Jun 16 15:38:27 CDT 2000

By: dhcp-017101.scott.af.mil

View Purpose of Form 1995**View When to Use Form 1995****View Notes**

Created/Edited on: Tue May 7 10:39:59 CDT 2002

By: reverseproxy.redstone.army.mil

Existing Record:	
PIN: 711591	Development Status: Pending Production
SECTION II - TO BE COMPLETED BY SUPPORTING VISUAL INFORMATION ACTIVITY	
19. POINT OF CONTACT	
a. NAME:(<i>Last, First, Middle Initial</i>) Brown, Carol M.	
b. MAILING ADDRESS:(<i>Street, Suite Number, City, State, ZIP Code</i>) CIO/G-6 107 Army Pentagon Attn: SAIS-IOM Washington, DC 20310-0107	
c. Telephone:(<i>Include Area Code</i>) 703-697-5796/DSN 227	d. FAX NUMBER:(<i>Include Area Code</i>) 703-698-7058/DSN 225
e. EMAIL ADDRESS: carol.brown@hqda.army.mil	
20. PRODUCTION IDENTIFICATION NUMBER: (PIN)(<i>For other than local productions</i>) 711591	21. INTERNAL CONTROL NUMBER: (ICN)
22. PRODUCTION APPROVAL NUMBER: (PAN)(<i>For local productions</i>)	23. PROJECTED PRODUCTION COST:(<i>See Note 5</i>) \$tbd
COMMENTS	
SECTION II STATUS: Complete	

Edit Section III

Created/Edited on: Tue Jun 27 7:35:09 CDT 2000

By: pmlewis.afis.osd.mil

View Purpose of Form 1995**View When to Use Form 1995****View Notes**

Existing Record:	
PIN: 711591	Development Status: Pending Production
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 NAME:(<i>Last, First, Middle Initial</i>)	
d. MAILING ADDRESS:(<i>Street, Suite Number, City, State, ZIP Code</i>)	
e. Telephone:(<i>Include Area Code</i>)	f. FAX NUMBER:(<i>Include Area Code</i>)
g. EMAIL ADDRESS:	
25. FINAL PRODUCTION COST:(See Note 5)	26. PRODUCED BY:(<i>Select one</i>)
27. DATE CANCELLED:(<i>YYYYMMDD</i>)	28. PRODUCTION LENGTH:
29. DATE PRODUCTION COMPLETED:(<i>YYYYMMDD</i>)	30. QUANTITY TO BE DISTRIBUTED:
31. PUBLIC CLEARANCE:(<i>Select one</i>)	
32. DUPLICATION RIGHTS:(<i>Select one</i>)	LIMITED TO:(<i>If Limited</i>)
33. CAPTIONING:(<i>Select one</i>)	CURRENT PRODUCTION STATUS:(<i>Select one</i>)
PRODDATE:	
SECTION III STATUS: Not Edited	

Edit Section IV

Created/Edited on: Tue Jun 27 7:35:56 CDT 2000

By: pmlewis.afis.osd.mil

View Purpose of Form 1995

View When to Use Form 1995

View Notes

Existing Record:	
PIN: 711591	Development Status: Pending Production
SECTION IV - TO BE COMPLETED BY DISTRIBUTION ACTIVITY	
34. DISTRIBUTION ACTIVITY	
a. ACTIVITY NAME:	
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. EMAIL ADDRESS:	
35. DATE PRODUCTION DISTRIBUTED:(<i>YYYYMMDD</i>)	
36. LOCATION OF ORIGINAL MASTERS	
a. MAILING ADDRESS:(<i>Street, Suite Number, City, State, ZIP Code</i>)	
b. Telephone:(<i>Include Area Code</i>)	c. FAX NUMBER:(<i>Include Area Code</i>)
d. EMAIL ADDRESS:	
SECTION IV STATUS: Not Edited	

Edit Section V

Created/Edited on: Tue Jun 27 7:36:48 CDT 2000

By: pmlewis.afis.osd.mil

View Purpose of Form 1995

View When to Use Form 1995

View Notes

Existing Record:	
PIN: 711591	Development Status: Pending Production
SECTION V - TO BE COMPLETED BY RECORDS CENTER	
37. DATE RECEIVED AT RECORDS CENTER:(YYYYMMDD)	38. FINAL DISPOSITION:
39. DATE SHIPPED TO NARA:(YYYYMMDD)	40. DATE OF DISPOSAL:(YYYYMMDD)
41. POC EMAIL ADDRESS:	
SECTION V STATUS: Not Edited	

VISUAL INFORMATION (VI) PRODUCTION REQUEST AND REPORT		<input checked="" type="checkbox"/> NEW RECORD	REPORT CONTROL SYMBOL DD-PA(AR)1381
		<input type="checkbox"/> UPDATE OF EXISTING RECORD	
<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 (See Notes 1, 2 and 3). 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) (See Note 4)			
1. TITLE T-38 TOLD and Abort Decisions		2. SERIES TITLE AND PART	
3. PURPOSE To educate T-38 aircrews on takeoff and landing data and how it relates to the decision to abort.			
4. DESCRIPTION/SYNOPSIS Using voiceover narrative, video, and animation, the production will address takeoff and landing data as required by ACC directives and couples this with the highly related topic of abort decisions. The video goes into detail on TOLD.			
5. PRODUCTION OBJECTIVE (X one)		RECRUITING	COMBAT READINESS
<input checked="" type="checkbox"/> EDUCATION AND TRAINING		RDT&E	INSTALLATION SUPPORT
<input type="checkbox"/> INTERNAL INFORMATION		INTELLIGENCE, RECONNAISSANCE, CRIMINAL INVESTIGATION AND COMMUNICATIONS SECURITY	MEDICAL
<input type="checkbox"/> PUBLIC INFORMATION			OTHER
6. PRIMARY AUDIENCE T-38 aircrews			
7. SECURITY CLASSIFICATION (X one)		8. CLASSIFIED BY	
<input checked="" type="checkbox"/> UNCLASS	<input type="checkbox"/> TOP SECRET		
<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> OTHER		
<input type="checkbox"/> SECRET		9. DECLASSIFY ON (YYYYMMDD)	10a. DOWNGRADE TO
11. INITIAL DISTRIBUTION (X one)		12. INITIAL DISTRIBUTION LIST (X one)	
<input checked="" type="checkbox"/> LOCAL	<input type="checkbox"/> SERVICE/AGENCY	<input checked="" type="checkbox"/> ATTACHED	
<input checked="" type="checkbox"/> MAJOR COMMAND	<input type="checkbox"/> DOD	TO BE PROVIDED PRIOR TO PROJECT COMPLETION	
13. DISTRIBUTION MEDIUM (For example, videotape, CD-ROM, Broadcast, etc.) VHS		14. COMMENTS This video updates PIN 613412 (of the same name). Previous production is obsolete due to change in a Tech order.	
15. OFFICE OF PRIMARY RESPONSIBILITY/REQUESTER			
a. POINT OF CONTACT NAME (Last, First, Middle Initial) Brantley, Chris		b. MAILING ADDRESS (Street, Suite Number, City, State, ZIP Code)	
c. TELEPHONE (Include Area Code) DSN 572-5435	d. FAX NUMBER (Include Area Code) DSN 572 5437		
e. E-MAIL ADDRESS chris.brantley@holloman.af.mil			
16. COMPONENT (X one)			17. DATE REQUIRED (YYYYMMDD)
<input type="checkbox"/> ARMY	<input type="checkbox"/> NAVY	<input checked="" type="checkbox"/> AIR FORCE	
<input type="checkbox"/> MARINE CORPS	<input type="checkbox"/> OTHER		
18. COMMUNICATION TO MY INTENDED AUDIENCE OF THE MESSAGE(S) IN THE VI PRODUCTION I AM HEREBY REQUESTING:			
<ul style="list-style-type: none"> - 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 (Last, First, Middle Initial) Brantley, Chris		b. RANK Lt Col	c. POSITION TRSS T-38 Warfare Officer
d. TELEPHONE (Include Area Code) DSN 572-5435	e. FAX NUMBER (Include Area Code) DSN 572-5437	f. E-MAIL ADDRESS chris.brantley@holloman.af.mil	
g. SIGNATURE			h. DATE SIGNED
<p>NOTES:</p> <p>Note 1: DoD Directive 5040.2, "Visual Information (VII)", authorizes and prescribes the use of the Visual Information Production Request and Report and provides additional information on 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>			

DD FORM 1995, APR 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Designed using Perform Pro, WHS/DIOR, Apr 98

SECTION II - TO BE COMPLETED BY SUPPORTING VISUAL INFORMATION ACTIVITY			
19. POINT OF CONTACT			
a. NAME (Last, First, Middle Initial) Hensley, Carmen G.		b. MAILING ADDRESS (Street, Suite Number, City, State, ZIP Code) HQ AFCA/TIIV 203 West Losey Street Scott AFB, IL. 62225-5222	
c. TELEPHONE (Include Area Code) 618 256-3487	d. FAX NUMBER (Include Area Code) 618 256-8758		
e. E-MAIL ADDRESS carmen.hensley@scott.af.mil			
20. PRODUCTION IDENTIFICATION NUMBER (PIN) (For other than local productions) 614020	21. INTERNAL CONTROL NUMBER (ICN)	22. PRODUCTION APPROVAL NUMBER (PAN) (For local productions)	23. PROJECTED PRODUCTION COST (See Note 5) \$6,000.00
SECTION III - TO BE COMPLETED BY PRODUCTION ACTIVITY/JVIS CONTRACTING ACTIVITY			
24. PRODUCTION ACTIVITY/FIRM/VENDOR			
a. ACTIVITY NAME 436 TSM/TSMF 436th Training Squadron 197 Ave. D/Bld. 8202 Dyass AFB		b. DEFENSE VI ACTIVITY NUMBER (DVIAN)	
c. POINT OF CONTACT NAME (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 (X one) <input type="checkbox"/> DOD/GOVERNMENT <input type="checkbox"/> CONTRACT PRODUCED <input type="checkbox"/> COMMERCIAL OFF-THE-SHELF		
27. DATE CANCELLED (YYYYMMDD)	28. PRODUCTION LENGTH	29. DATE PRODUCTION COMPLETED (YYYYMMDD)	30. QUANTITY TO BE DISTRIBUTED
31. PUBLIC CLEARANCE (X one) <input type="checkbox"/> CLEARED FOR PUBLIC EXHIBITION/SALE <input type="checkbox"/> NOT CLEARED FOR PUBLIC EXHIBITION/SALE <input type="checkbox"/> CLEARED FOR NONPROFIT/PUBLIC EXHIBITION ONLY		32. DUPLICATION RIGHTS (X one) <input type="checkbox"/> GOVERNMENT ONLY <input type="checkbox"/> DOD ONLY <input type="checkbox"/> LIMITED RIGHTS <input type="checkbox"/> UNLIMITED RIGHTS	
		33. CAPTIONING (X one) <input type="checkbox"/> NO REPRODUCTION RIGHTS LIMITED TO (If Limited) <input type="checkbox"/> NONE <input type="checkbox"/> OPEN <input type="checkbox"/> CLOSED	
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 (YYYYMMDD)	
36. LOCATION OF ORIGINAL MASTERS			
a. MAILING ADDRESS (Street, Suite Number, City, State, ZIP Code)		b. TELEPHONE (Include Area Code)	c. FAX NO. (Include Area Code)
		d. E-MAIL ADDRESS	
SECTION V - TO BE COMPLETED BY RECORDS CENTER			
37. DATE RECEIVED AT RECORDS CENTER (YYYYMMDD)		38. FINAL DISPOSITION	
39. DATE SHIPPED TO NARA (YYYYMMDD) (Note 6)		40. DATE OF DISPOSAL (YYYYMMDD)	
<p>NOTES: (Continued)</p> <p>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, complete, 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.</p> <p>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.</p> <p>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.</p> <p>Note 6: National Archives and Records Administration.</p>			

DD FORM 1995 (BACK), APR 1998