

**VIDEO PRODUCTION REQUEST
(INSTRUCTIONS ON PAGE 2)**

SECTION I - TO BE COMPLETED BY REQUESTOR/CUSTOMER

1. SERVICE COMPONENT	2. TITLE OF THE PRODUCTION	3. PURPOSE OF THE PRODUCTION (If updating an existing production, identify PIN to be rescinded)			
4. PRODUCTION CATEGORY	5. DATE NEEDED	6. INTENDED DUPLICATION RIGHTS	6a. RESTRICTED TO:	7. SECURITY CLASSIFICATION	
7a. DECLASSIFY ON	7b. SIGNATURE OF DESIGNATING AUTHORITY		8. PRODUCTION IS FOUO	8a. FOIA EXEMPTION	
9. ORGANIZATIONAL MAILING ADDRESS (UNIT,OFFICE SYMBOL,STREET,CITY,STATE,ZIPCODE)		9a. OFFICE PHONE		9c. REQUESTOR/CUSTOMER SIGNATURE (REQUESTED PRODUCTION IS MISSION ESSENTIAL)	
		9b. EMAIL		Customer routes to MAJCOM or equivalent PA Office	

SECTION II - TO BE COMPLETED BY MAJCOM/PUBLIC AFFAIRS

10. OFFICE PHONE	10a. EMAIL	10b. CAN PRODUCTION BE SUPPORTED WITHIN MAJCOM (IF YES, INSERT DVIAN)	10c. MAJCOM/PUBLIC AFFAIRS SIGNATURE
			MAJCOM or equivalent PA office routes to AFPAA/AOX (afpaa.aox@us.af.mil)

SECTION III - TO BE COMPLETED BY AIR FORCE PUBLIC AFFAIRS AGENCY

11. PIN	11a. ASSIGNED TO	11b. DVIAN	12b. VI PROGRAM MANAGER APPROVAL SIGNATURE
12. OFFICE PHONE	12a. EMAIL		

SECTION IV - TO BE COMPLETED BY THE ASSIGNED VIDEO PRODUCTION CENTER/CONTRACTOR

13. DATE COMPLETED	14. FINAL COST	15. LENGTH (HR:MM:SS)	16. # OF GOVERNMENT AND/OR CONTRACT MAN-HOURS
17. PRODUCED BY: (If Contract produced please enter the contract or purchase request number)			17a. VIRIN
CONTRACT #			

18. The video production center is responsible for ensuring all of the following are in compliance with applicable instructions.

- Are the contracts, scripts, storyboards or similar materials, if they exist, in the production folder?
- Is the music used royalty free (buy-out) or licensed for use under contract and the copyright owners have granted the Air Force written perpetuity rights?
Written permission or licenses will be included in the production folder.
- Are the talent releases on file for anyone who has a role in the production? This includes paid talent, private citizens, military and DoD employees.
Exceptions are military and DoD employees performing their normal jobs and incidental personnel in public spaces.
- Are the talent releases on file for all minors who appear in the production and signed by their legal guardians?
- Is the production free of visual and/or oral intellectual property, trademarks, labels, or brand names?

*** If all of the above questions were answered "YES" or "N/A," a legal review is not required. Skip Section V and proceed to Section VI.**

19. PRODUCTION CENTER COMMENTS	
20. EMAIL	20b. PRODUCTION/CONTRACTING ACTIVITY SIGNATURE
20a. OFFICE PHONE	

SECTION V - TO BE COMPLETED BY LEGAL OFFICE (When required, see instructions)

21. PRODUCTION CAN BE LEGALLY RELEASED YES NO	22. LEGAL COMMENTS	22a. LEGAL SIGNATURE
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SECTION VI - TO BE COMPLETED BY PUBLIC AFFAIRS OFFICE

23. PUBLIC AFFAIRS REVIEW

-Public affairs has conducted a complete security and policy review. Legal office has been consulted with any legal concerns.

-Production has _____ and is _____ for Public Release.
 Release restrictions should be annotated in an attached memorandum.

24. COMMENTS

24a. ORGANIZATIONAL MAILING ADDRESS (UNIT,STREET,CITY,STATE,ZIPCODE)	24b. OFFICE PHONE	24d. PUBLIC AFFAIRS OFFICER SIGNATURE
	24c. EMAIL	

INSTRUCTIONS:

Upon completion of the production and public release, the video production center will submit the complete production folder and a hyperlink of the video on DVIDS to AFPAA. The production folder includes: completed AF FORM 1995, PIN assignment letter, script, music contracts (if applicable), talent releases (if applicable) and invoices or receipts for contractors (voice-over, actor, contract crew, equipment, etc.)

A. SECTION I:

- (2) Production title, it may be changed later if needed.
- (3) Short explanation for the purpose of the video.
- (5) Date with a realistic production timeline.
- (6) If unrestricted proceed to box 8. If restricted continue through section I. Note: With the advent of the internet and digital formatting it is difficult to limit distribution. Unrestricted approves distribution of the product to a public audience. Restricted duplication limits distribution to a select audience, requires special handling, and must be justified.
- (6a) If restricted, identify whether the restriction is intended for DoD use only or if there is another restriction group. Justification for restriction must be annotated in box 8.
- (7) If classified enter the classification level. If unclassified leave blank
- (7b) Signature of the designating authority.
- (8) Requesting Agency must explain why the production would be FOUO.
- (8a) Refer to DoD 5400.7-R_AFMAN33-302, Freedom of Information Act Program, for additional guidance and procedures.
- (9) Mailing address of the requesting unit.

- (i.e. 123 ABW/AOP 4569 Bush Ave, Nowhere, AB 00111)
- (9a) Office phone number that the POC can be reached for coordination of the production. (Do not use mobile)
- (9b) E-mail of the POC that can be reached for coordination of the production.

B. SECTION II:

- (10) Office phone number that the MAJCOM/Public Affairs POC can be reached for coordination of the production.
- (10a) E-mail of the MAJCOM/Public Affairs POC can be reached for coordination of the production.
- (10b) The MAJCOM identifies whether or not they can produce the production request within the means of the MAJCOM, without outside support. If MAJCOM can support, type the unit's DVIAN (Defense VI Activity Number) here.

C. SECTION III:

- (11) Fill in the PIN (Production Identification Number)
- (11b) Fill in the DVIAN (Defense VI Activity Number) of the production center assigned to create the project.

D. SECTION IV:

- (13) The date the production is completed/approved.
- (14) The total cost of any TDY expenses, talent fees, costumes, equipment rentals, etc. Do not include gov'n't employee man-hour costs.
- (17) The name of the government production facility and/or the contractor name. If part or all of the production was contracted, enter contractor name and contract number.
- (17a) VIRIN with DVIAN substituted for VISION ID when uploading to DVIDS. (i.e. YYMMDD-F-F3230-001)
- (20) E-mail of the production center POC who produced/directed the production.
- (20a) Office phone number of the production center POC who produced/directed the production. (Do not use mobile)

E. SECTION V: (IF REQUIRED)

VI Productions containing either no third party intellectual property (IP), or the only IP content is royalty free music from licensed libraries granting distribution rights in perpetuity, are exempt from legal review. All other VI Productions require a legal review.

LEGAL NOTES FOR JA REVIEWER: -Productions containing copyrighted material can only be used with written or contractual permissions. Production music can only be used within the scope of the music license and commercial music must have written approval from all copyright holders. Talent release must be obtained for civilian and military not performing their normal duties. Anyone serving the role of an actor needs a signed talent release. All oral and visual appearances by minors require a talent release signed by a legal guardian. Intellectual trademark, labels and brand names should not be seen to avoid the impression of endorsement. Permission must be in writing (emails are acceptable).

F. SECTION VI:

- (23) PA release authority must answer questions about legal concerns and release restrictions. Both of these questions should have been resolved by this time; however, PA must confirm prior to release.
- (24) Comments on the approval of the production, if necessary.
- (24a) Organization Mailing Address. Complete mailing address of the approving Public Affairs POC.
- (24b) Office Phone. The office phone number of the approving Public Affairs POC. (Do not use mobile)
- (26c) E-Mail. The e-mail of the approving Public Affairs POC.