

VISUAL INFORMATION (VI) WORK ORDER The proponent agency is DPTMS.		1. WORK ORDER NUMBER (VI Facility Only)	
SECTION I – REQUIREMENT NOTE:			
3 TO Training Support Center, Visual Information Office Bldg 335 Fort Hunter Liggett, CA 93928 Phone 831.386.3693 Email: denise.d.hays.civ@army.mil		4. FROM	
3b. POC E-MAIL ADDRESS		4b. ALT POC E-MAIL ADDRESS	
5. ACCOUNT CODE		6. ACCOUNT NO	
7a. REQUESTER (<i>Name, Grade</i>)		b. PHONE NUMBERS	8. DATED REQUESTED (YYYYMMDD)
9a. ALTERNATE POINT OF CONTACT (<i>Name, Grade</i>)		b. PHONE NUMBERS	10. DATE REQUIRED (YYYYMMDD)
11. QUANTITY		12. DESCRIPTION OF WORK (<i>Attach diagrams, etc., and list enclosure(s)</i>)	
(a) Posters			
(b) Cameras			
(c) Multimedia Projectors			
(d) Projector Screen			
(e) PA System			
(g) Multi CD/DVD Copies			
(h) Other (Specify)			
13. JUSTIFICATION FOR REQUESTED SERVICE			
14a. <i>Requested service is for official purposes and is required by stated deadline.</i>		14b. VALIDATION SIGNATURE	
SECTION II - JOB ASSIGNMENT (FOR AUDIOVISUAL OFFICE USE ONLY)			
15. DATE RECEIVED (YYYYMMDD)	16. DATE ASSIGNED (YYYYMMDD)	17. AUDIOVISUAL FACILITY APPROVAL (Signature)	
18. SPECIAL INSTRUCTIONS			
SECTION III - WORK RECEIPT			
19a. CUSTOMER NOTIFIED	19b. RECEIVED BY (<i>Signature</i>)		19c. DATE (YYYYMMDD)