



DEPARTMENT OF THE NAVY  
NAVAL TRAINING CENTER  
GREAT LAKES, ILLINOIS 60088-5000

NTCGLAKESINST 5290.2A  
(TA)

DEC 21 1992

NTC GREAT LAKES INSTRUCTION 5290.2A

Subj: VISUAL INFORMATION SERVICES AND SUBCUSTODY OF VISUAL  
INFORMATION (VI) EQUIPMENT

Ref: (a) OPNAVINST 5290.1A  
(b) CNETINST 5290.3A  
(c) CNTECHTRAININST 5290.1  
(d) CNTECHTRA ltr 5290 Ser N614/11015 OF 7 Nov 92  
(e) NAVCOMPT MANUAL VOL 3, CH.5, SEC 5

Encl: (1) Request for Audiovisual Services OPNAV 5290/1 (2-83)  
(2) Audiovisual Production Request and Evaluation/Approval DD Form 1995 and instruction completion  
(3) Replacement/Conversion of Navy VI Production Request Letter Format  
(4) Existing Navy VI Production Request Letter Format  
(5) Adoption of DOD VI Production Request Letter Format  
(6) Reinstatement of Obsolete Navy VI Production Request Letter Format  
(7) Commercial VI Production Request Letter Format  
(8) VI Products and Services (Software) Flow Chart  
(9) Justification Requirements for Procurement of Visual Information Equipment  
(10) AV Equipment (Hardware) Flow Chart  
(11) Prioritization of Requests for Visual Information Support  
(12) Definitions  
(13) Standard VI Services

1. Purpose. To define the Visual Information (VI) products/services available and identify the responsibility, policy, and procedures for requesting/receiving visual information services and equipment from the Base Visual Information Support Activity (BVISA).

2. Background. The term "audiovisual (AV)" has been redefined by the Department of Defense to refer only to motion media with sound. The term "Visual Information (VI)" is now used to refer to the world of what has been known as audiovisual. The activity Base Audiovisual Service Activity (BAVSA), was renamed Base Visual Information Support Activity (BVISA) in accordance with

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reference (a) and is responsible for providing visual information services defined in references (b) and (c) with special emphasis on acquisition, accountability and standardization of visual information equipment. Only designated activities are allowed to produce VI products. The category and level of authorized production capability was assigned by CNO at the time Defense Visual Information Authorization Numbers (DIVIAN'S) were issued. The BVISA is the responsible activity for the Great Lakes area.

3. Cancellation. NTCGLAKESINST 5290.2 and 5290.3. This instruction has been changed substantially and should be reviewed in its entirety.

4. Policy. It is the policy of the Naval Training Center to:

a. Provide standardization, development, and management guidance for the cost effective use of CNET VI resources in the Great Lakes Naval Complex in accordance with the policies issued by higher authority.

b. Establish and maintain the capability to control proliferation of VI activities in the Great Lakes Complex and conduct periodic reviews of resources and requirements to ensure continued operation of essential VI activities while reducing waste and inefficiency in the area VI program.

c. Ensure that requirements for authorized VI products, equipment, or services are approved or coordinated through VI management structure of the command and that products conform to the commonly accepted commercial VI methods, techniques, and media.

d. Provide VI services to all units/activities located within the BVISA area of responsibility.

5. Scope of Visual Information Services. The BVISA will provide central management of VI resources in order to enhance/improve services currently provided to all CNET major claimant active and reserve components, NROTC, NJROTC, and other authorized units/activities located within a five state region including Illinois, Wisconsin, Michigan, Indiana and Ohio in accordance with reference (a). Included in this is the design, production, distribution, application and evaluation of products, and the provision of services.

a. Management and Administration. Provide management and administration of CNET VI activities in the Great Lakes Complex.

b. Visual Information Consultation and Design. Provide professional services including the selection, design, development and application of VI products, equipment, systems, and facilities.

c. Visual Information Production. Combine or arrange 35mm slides, video and audio for continuity according to a plan or script to meet a training objective.

d. Photography. Originate, process, print and duplicate still photography in sizes to 8X10 for color and 11X14 in black and white. Originate, process, and duplicate 35mm slides.

e. Video. Originate, record, and edit video recordings in authorized formats.

f. Audio. Originate, record, and edit audio recordings.

g. Illustration. Originate and reproduce illustrations for direct viewing, projection, productions and publications.

h. DAVIS Support. The Defense Automated Visual Information System (DAVIS) is a DOD VI production database that provides information about production, acquisition, inventory, distribution, product status, and archival control of VI productions, both current and obsolete.

i. VI Equipment. Provide acquisition, inventory, reporting, and maintenance and repair of all VI equipment required to support CNET activities at NTC Great Lakes. References (a) through (d) provide guidance for custody of reportable visual information (VI) equipment such as projectors, video players, etc. Implementation of that guidance by the Base Visual Information Support Activity (BVISA) is through establishment of requirements and procedures for subcustody of VI equipment to visual information management points of contact (VIMPOC) for each support activity. Acquisition procedures to obtain VI equipment will be followed in accordance with references (a) through (d).

(1) A distinct difference exists between the separate accountability and authorization requirements of the Naval Visual Information Command and the budgeting and availability of funding for VI requirements. Although local funding may be available, prior authorization by the BVISA from (CNTECHTRA) for selected non-production equipment or from the CNO via the VI chain of command for local procurement authority and for authorization to increase the VI equipment allowance list before purchasing VI equipment.

(2) The (CNTECHTRA) Annual Call is the primary method used for identifying VI equipment requirements. At the beginning of each calendar year, (CNTECHTRA) conducts an Annual Call for VI equipment to document needs of each supported command. See enclosure (9). This also enables the BVISA to include the requirements in its budget cycle submission.

(3) Reduced funding levels may result in procurement of VI equipment at lower levels than requested. If a requesting activity has available funds, authorized activity personnel may provide Justification Requirements for Procurement of Visual Information Equipment enclosure (9), to the BVISA Manager and request the NTC Comptroller to move funds to the BVISA for procurement of VI equipment after authorization for procurement and increase in allowance list has been received from (CNTT) (N614) or Commander, Naval Air Systems Command (COMNAVAIRSYSCOM).

(4) When the equipment has been received, it is tagged by BVISA personnel, and added to the appropriate user activity inventory through subcustody procedures outlined in enclosure (1).

j. Purchase of VI Equipment and Services. Procurement of authorized audiovisual services, productions, devices and training aids.

k. VI Instruction. Provide training in application and operation of VI products and user equipment.

## 6. Responsibility

### a. The Visual Information Officer will:

(1) Provide products and services as directed and authorized.

(2) Ensure that unauthorized duplication of VI functions and facilities does not occur.

(3) Plan, program, and budget for the operation and maintenance of the BVISA, and for meeting requirements of activities supported.

(4) Manage VI resources as economically and responsibly as possible while remaining within the framework of the BVISA's responsibilities.

(5) Evaluate the possibility of using existing facilities, functions, and products, including those of other organizations, before generating new requirements.

(6) Establish, manage, and operate VI functions in accordance with applicable directives.

(7) Establish procedures for providing VI services from existing resources, and when requirements exceed local authorized capabilities, from other sources provided for in applicable directives.

(8) Monitor all VI activities in the BVISA area of responsibility. Assure that proper controls are established and maintained concerning VI equipment and supplies to ensure use is for official purposes only.

(9) Establish procedures for and maintain appropriate management records for production control and cost accounting so that workload data, product and service costs are available. Provide data as required to the command VI management office. Submit VI reports as required by the major claimant office.

(10) Exercise controls over BVISA VI functions. When an inter-command agreement exists, a tenant activity will be operationally responsive to the BVISA Manager for all matters relating to the activity's VI support requirements.

(11) Submit plans and programs for required VI resources via chain of command for consideration and approval.

(12) Publish a local supplement outlining the procedures and priorities for obtaining VI support as well as describing the limits of that support. Ensure that each supported organization within the jurisdiction of the BVISA designates a person to serve as that organization's VI Management Point of Contact (VIMPOC).

(13) Review and coordinate all VI allowance and authorization change request for the BVISA.

(14) Act as an advisor/coordinator for all VI requirements within the BVISA area of responsibility.

(15) Validate requests for VI services or products as required.

(16) Ensure that all work centers which process materials containing photographic silver comply with current precious metals conservation directives.

(17) Provide VI training for the VI personnel assigned to the BVISA on how to obtain VI products, equipment, and services.

(18) Maintain custody of all VI equipment assigned to the BVISA and be responsible for its purchase, inventory, reporting, maintenance, and repair. User equipment (projectors, video cassettes, players, etc.) may be sub-custodied to activities either on a short term or permanent basis as deemed appropriate.

(19) Submit CNET Program Automated Tracking System (CPATS) Program Change Forms for unfunded VI materials and equipment.

(20) Act as area coordinator of support services through intra or interservice support agreements to tenant activities and other local commands.

7. Responsibilities of VI User Commands Supported by the BVISA

a. All commands and activities supported by the BVISA will be responsible for the following:

(1) Designating a primary and backup individual within the user activity as the Visual Information Management Point of Contact (VIMPOC) whose duties entail responsibility for the management and coordination of all VI activity requirements. The activity will identify an individual to function as the VIMPOC and, by letter, provide the individual's name, rate/rank, separation/transfer dates, and phone number to the BVISA manager. A separate person may be designated for equipment and software graphics/photo requirements.

(2) Obtaining VI support through the BVISA.

(3) Identifying activity VI requirements and providing appropriate budget information during the annual Operation and Maintenance, Navy (O&MN) budget cycle to the VI manager.

(4) Transferring all activity owned VI equipment to the BVISA manager.

(a) The user activity VIMPOC will be responsible for the following:

- Ensuring that VI support requests are reviewed and submitted on the appropriate forms as follows:

- Using a VI activity job order (OPNAV 5290/1) when requesting a VI service or product. A sample form is provided as enclosure (1).

(b) Using a DD Form 1995/1 along with a DAVIS search when requesting development of new or revised VI productions as well as procurement of Category 1 Off-the-Shelf productions. A sample form is provided as enclosure (2).

(c) Using a letter when requesting replacement. Sample formats provided as enclosures (3) and (4).

(d) Using a letter along with a DD Form 1995-1 and DD Form 1995-2 as well as a DAVIS search when requesting adoption of, reinstatement of obsolete VI productions or purchase of commercial VI productions. Samples are provided as enclosures (2), (5), (6), and (7).

(e) Validating all activity VI requirements in coordination with BVISA manager.

(f) Providing the BVISA manager with detailed information relative to the activity's projected requirements for VI equipment and product needs.

(g) Arranging and providing transportation for photographer if on-site photo support is required.

(h) Providing either a signed copyright release statement or a written statement certifying that the copyright has expired and the material in question is public domain prior to the initiation of any reproduction effort of copyrighted material.

(i) Determining security classification of products and productions requested for development by the BVISA.

(j) Maintaining Category 1 and 2 copies on a short-term or long-term basis as required. Acquiring Category 3 and 4 productions through Naval Education Training Support Center, Atlantic (NETSCLANT) Norfolk, Virginia 23511-6197.

- Short-term loans are defined as up to 14 days

- Long-term loans shall be made only if needed eight or more times throughout each consecutive annual loan period. All long-term loans of training films must be forwarded to NETSCLANT Film Library via CNTECHTRA (N614) with course number, and the learning objectives the film will satisfy.

(k) Provide production and equipment requirements during CNTECHTRA annual call.

8. Restrictions

a. Development of videos if considered human resources development (i.e alcohol abuse, equal opportunity, human relations, chaplain, safety, law enforcement, medical and legal activities) is prohibited.

b. Design, development, production, and duplication of visual products including charts, graphs, posters, brochures, covers, visual material for television, publications, displays and exhibits will be limited to mission essential requirements. Visual Information personnel will not design, develop, produce or duplicate flyers, announcements, posters, or invitations for social or athletic events not directly related to official military functions.

c. The recording by any method of parades, inspections, presentations of awards, ceremonies, visits of national or foreign dignitaries, athletic, and social events shall be strictly limited to those which are intended for use in official internal and external publications or communications which provide a historical documentation of national interest, or civilian requirements. Reference (d) establishes limits for the production and reproduction of standard photographic services.

d. Roster board photographs shall be limited to those needed for identification of senior management personnel and personnel performing command-wide counseling duties. Photographs shall be in black and white and limited to the following sizes 2-1/2 x 3-1/2, 4x5, 5x7, and 8x10 inches. Color photography is limited to officer roster board photos where needed and may be authorized by the BVISA officer or his designated assistant on a case-by-case basis.

e. Color photography is strictly limited to investigation where color is critical.

f. Reproduction or duplication of any copyrighted material or portion thereof shall not be made without the prior expressed written permission of the copyright owner or holder. The requestor is responsible for obtaining and providing to the BVISA either a written release statement signed by the copyright owner or holder or a signed written statement certifying the copyright has expired and the material to be reproduced is public domain (duties of an AVMPPOC apply). This must be accomplished prior to the initiation of any reproduction effort. Many VI productions produced or distributed by the federal government contain copyrighted material and their distribution is strictly

controlled. Therefore, VI productions distributed within the government shall not be reproduced except as provided for in references (b) and (c).

9. Procedures for Obtaining Products or Services

a. The Request For Audiovisual Services Form (OPNAV 5290/1), enclosure (1), shall be used to request VI products or services from or via the BVISA. Each request should be initiated by the organization's VIMPOC to the BVISA. Early submission of job orders is mandatory to ensure that the requested product or service is supported in a timely manner. Normally, routine requests for work should reach the BVISA no less than three working days prior to the required action date; priority requests should be submitted 24 hours in advance; emergency requests may be submitted any time during normal working hours. Allow sufficient lead time for high-volume, long-term development requirements such as new curriculum development.

b. Procedures to obtain VI productions will be followed in accordance with references (a), (b), and (c). Requests for productions should follow the path outlined in enclosure (8) (VI Courseware Requirements Chart) for (CNTECHTRA) approval. Prior CNTECHTRA approval of the requests must be received before actual production may begin.

c. Production requirements include motion pictures, video tapes, sound/slide as well as existing productions in need of revision, and commercial off-the-shelf procurement of proprietary productions. Production categories are defined as follows:

Category 1 - Includes commercial off-the-shelf procurements and other productions authorized to support ONLY the needs of a local installation.

Category 2 - Includes commercial off-the shelf procurements and other productions authorized to support the needs of the CNET claimancy.

Category 3 - Includes commercial off-the-shelf procurements and other productions authorized to support the needs of a single DON organization (i.e. Navy-wide application).

Category 4 - Includes commercial off-the-shelf procurements and other productions authorized to support DOD and Joint-interest programs that are requirements of more than one DOD organization.

The BVISA is authorized to produce VI support materials up to and including Category 2 productions.

d. Submit request for complete programs or productions curriculum development, video, multimedia on a DD 1995-1 and DD 995-2 in accordance with reference (a). After validation of the project, the requester and VIMPOC will arrange a conference with the BVISA. Refer to enclosure (8) for Production (software) Flow Chart.

e. When CNTECHTRA approval of request is received by the BVISA, productions will be scheduled for completion.

f. The CNTECHTRA Annual Call is the primary method used for identifying VI production requirements. At the beginning of each calendar year, CNTECHTRA conducts an Annual Call for VI production requirements to document needs of each supported command. Enclosures (1) and (2) are used for VI production justification and submitted in accordance with the procedures outlined in the Annual Call. Reference (a) provides more detailed guidance. Additional VI production requirements may be submitted at any time during the year using the same procedures as outlined in the Annual Call.

g. Requirements for VI products from other than CNET commands/activities may be requested by letter or on an OPNAV Form 5290/1. Normally, all products or service provided to such organizations will be on a reimbursable basis in accordance with reference (e).

h. Duty photographer personnel are on-call to provide 24 hour per day emergency support. To request a photographer between 1600 and 0730 contact the NTC CDO. After hours emergency service will only be provided for such occurrences as accidents, fires, break-ins, and natural disasters. It may be necessary to provide transportation to photographer when on-site photo support is required. Advance arrangements should be made by requesting activity when any on-site photo support is required.

i. A list of general VI support services is provided in enclosure (13).

10. Procedures for subcustody of Visual Information equipment to user activities.

a. Governing regulations (OPNAVINST 5290.1A, CNETINST 5290.3A CNTECHTRAININST 5290.1) stress standardization of Visual Information (VI) equipment and direct the Base Visual Information Support Activity (BVISA) to initiate VI equipment procurement action for all authorized activities in the BVISA geographic area of support.

b. Each command or activity requiring VI equipment must designate, in writing to the BVISA equipment coordinator, who the authorized Visual Information Management Point of Contact (VIMPOC) for that activity is. That VIMPOC will be the responsible custodian for the VI equipment issued to that activity.

c. The BVISA VI equipment coordinator will subcustody necessary user VI equipment (video players, audio cassette players, 35mm, 16mm, overhead projectors, etc.) to the authorized VIMPOC.

d. Custody of VI equipment issued will be acknowledged by signing a detailed listing of the specific VI equipment by the activity VIMPOC. The listing is the Subcustody Document and the user activity VIMPOC is responsible for all equipment listed.

e. Upon receipt of new or additional VI equipment, the VIMPOC must provide LOCATION CODE, ROOM NO., and BLDG. NO. where the equipment will be located. This information will be included in the subcustody/verification listing for each line item of VI equipment in the VIMPOC'S area of responsibility.

f. A listing of all VI equipment subcustodied to each VIMPOC will be provided on a semi-annual basis to that VIMPOC for verification. This listing must be verified as to accuracy, signed, dated and returned to the BVISA equipment coordinator within seven working days. An annual hands-on inventory of all VI equipment will be conducted by the BVISA equipment coordinator. Each VIMPOC will be notified when the inventory will be conducted in his activity. Questions about the listing may be discussed with the equipment coordinator, extension 3302 for resolution.

g. Spot checks of VI equipment on the listing will be performed on a random basis by the BVISA equipment coordinator.

h. No equipment may be disposed of, transferred, or loaned to another activity or custodian without the authorization of the BVISA equipment coordinator.

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i. In order to provide proper continuity of inventory integrity, each activity/command must provide the BVISA with changes in VIMPOC personnel. A turn-over inventory is required at that time. The BVISA will provide a listing for turn-over of custody of the AV equipment from the outgoing VIMPOC to the incoming VIMPOC, if requested.

j. The BVISA will issue VI equipment on short term loan basis of up to two weeks. This equipment will be documented on a short term loan form available at the BVISA when the equipment is picked up.

k. Equipment requiring repair will be returned immediately to the BVISA for repair. Replacement equipment will be issued if available in BVISA inventory.

l. Any missing equipment must be immediately identified and notification of NIS and BVISA made by the activity VIMPOC. Missing, Lost and Stolen Report (MLSR) procedures must be followed. Assistance may be provided by the BVISA VI Equipment Coordinator, extension 3302.

m. The BVISA VI Equipment Coordinator is located in Bldg. 90 and may be reached at extension 3302. The BVISA Manager is located in Bldg. 1 and may be reached at extension 4483.

  
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Distribution:  
NTCGLAKESINST 5216.5K  
List I, II (Case B) & III