

PHOTOGRAPHY WORK ORDER
(AR 108-5)

SEE INSTRUCTIONS ON
REVERSE SIDE

1. SECURITY CLASSIFICATION

2. TO: (Name of Photographic Facility)

U. S. Army Photographic Agency

3. REQUESTOR'S ORDER
NUMBER

4. DATE OF REQUISITION

13 February 1969

5. COMPLETION DATE DESIRED

6. REQUESTED BY: (Typed Name and Address of Organization)

Motion Picture Branch, USAPA

ATTENTION OF

Sgt Breadlove

TELEPHONE

DP38

7.

WILL CALL

MAIL

AIR MAIL

8. SERVICES REQUIRED (If necessary, attach separate sheet)

CC 34386 CC 37895 CC 47384
34387 39624 47546
34389 39625 47551
34390 40020 47885
34396 40025 48295
34473 40027 48736
34526 40028
34957 40276
36503 40405
36513 40634
36515 40841
36836 40844
36837 47355

CC 47384
47546
47551
47885
48295
48736

9. INCLUSIONS (If any)

10. THE SERVICES REQUESTED ARE FOR OFFICIAL PURPOSES

(Signature)

11. PURPOSE FOR WHICH ORDERED

(Typed or Printed Name)

(Grade and Arm/Service)

SPACE BELOW FOR LABORATORY USE ONLY

12. PRINTS

13. SPECIAL INSTRUCTIONS

IDENT (Self Process)

BLACK & WHITE

COLOR

IDENT (Other)

4 X 5 OR SMALLER

5 X 7

8 X 10

11 X 14

16 X 20

OVER 16 X 20

OTHER SELF PROCESS

FILM

14. CHECKED BY AND DATE

15. PHOTOGRAPHER

NEGATIVES

16. COPIED BY

17. DEVELOPED BY

18. PRINTED BY

TRANSPARENCIES

SELF PROCESS

IDENTIFICATION

MOTION PICTURE

19. MATERIALS DELIVERED

SLIDES

20. DATE RECEIVED

SIGNATURE

2 X 2

3 1/2 X 4

8 X 10

MOUNTINGS

LAMINATIONS

REFLEX OR DI-
RECT COPY

21. LABORATORY DEADLINE

22. WORK ORDER NUMBER

DA FORM 1 JUL 62 11-161

PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.

INSTRUCTIONS

This form is used for requesting photographic services and as a record of photographic production on each job. Items 1 through 11 will be completed by the requestor. Balance will be completed by the photographic personnel.

ITEM 1 - Insert job security classification. Classified information should be omitted from the work order if possible.

ITEM 2 - Enter name of photographic facility to do the work.

ITEM 3 - Enter originator's control number.

ITEM 4 - Enter date work order is prepared.

ITEM 5 - Enter name, address, and telephone number of individual or organization requesting service.

ITEM 6 - Indicate completion date desired. Use the word "Routine" if applicable.

ITEM 7 - Check as indicated.

ITEM 8 - Describe completely the photographic services desired. Include the amount, size and paper finish desired; for example, 8 x 10 GLOSSY, 11 x 14 MATTE, etc. If request is for reprints from file negatives, list negative numbers in numerical sequence. Request for the services of a photographer should state clearly the

nature of the assignment, the time and place, estimated number of pictures to be made, transportation available, and the person to whom the photographer will report. If additional space is required, attach additional sheets.

ITEM 9 - List all material inclosed with the request, such as charts to be copied, films to be developed, etc. Use separate sheet if space is insufficient.

ITEM 10 - Signature of requestor.

ITEM 11 - Specify purpose for which pictures are requested, such as recruiting, accident report, etc.

ITEM 12 - Enter number of items produced in appropriate blocks.

ITEM 13 - Indicate special instructions as guides for technicians.

ITEM 14, 15, 16, 17, 18 - Initial appropriate block.

ITEM 19 - Enter total of items being delivered or shipped.

ITEM 20 - Enter date and sign for the material.

ITEM 21 - Enter laboratory deadline date.

ITEM 22 - Enter work order number from work order register.

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