

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. REQUESTED BY: (Typed Name and Address of Organization) Motion Picture Branch, USAPA		ATTENTION OF SGT Breadlove TELEPHONE DP38		6. COMPLETION DATE DESIRED																																																																		
8. SERVICES REQUIRED (If necessary, attach separate sheet)																																																																						
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> CC 34886 34387 34389 34390 34396 34473 34526 34957 36503 36513 36516 36836 36837 </td> <td style="width: 33%; vertical-align: top;"> CC 37895 39624 39625 40020 40026 40027 40028 40276 40405 40634 40841 40844 47355 </td> <td style="width: 33%; vertical-align: top;"> CC 47394 47546 47551 47885 48295 48736 </td> </tr> </table>						CC 34886 34387 34389 34390 34396 34473 34526 34957 36503 36513 36516 36836 36837	CC 37895 39624 39625 40020 40026 40027 40028 40276 40405 40634 40841 40844 47355	CC 47394 47546 47551 47885 48295 48736																																																														
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9. INCLOSURES (If any)		10. THE SERVICES REQUESTED ARE FOR OFFICIAL PURPOSES _____ (Signature) _____ (Typed or Printed Name) _____ (Grade and Arm/Service)																																																																				
11. PURPOSE FOR WHICH ORDERED																																																																						
SPACE BELOW FOR LABORATORY USE ONLY																																																																						
12. PRINTS				13. SPECIAL INSTRUCTIONS																																																																		
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16 X 20																																																																						
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14. CHECKED BY AND DATE				15. PHOTOGRAPHER																																																																		
16. COPIED BY				17. DEVELOPED BY																																																																		
				18. PRINTED BY																																																																		
19. MATERIALS DELIVERED																																																																						
20. DATE RECEIVED				SIGNATURE																																																																		
21. LABORATORY DEADLINE				22. WORK ORDER NUMBER																																																																		
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DA FORM 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.