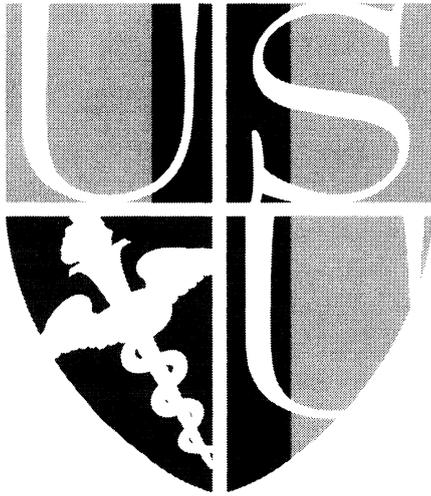


**USUHS
INSTRUCTION
5040**





UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES



SUBJECT: Visual Information (VI)

Instruction 5040

(AVC)

ABSTRACT

OCT - 3 2005

This Instruction provides policies and procedures at the Uniformed Services University of the Health Sciences (USUHS) concerning the acquisition of Visual Information (VI) products, services, and equipment.

A. Reissuance and Purpose. This Instruction reissues USUHS Instruction 5040^a, September 30, 1996, and incorporates policies and procedures from DOD Directives 5050.2^b, 5010.38^c, and 5535.4^d, and assigns responsibilities for the management of VI resources within the USUHS. This instruction also defines policies and prescribes procedures to be followed in requesting, using and acquiring VI services, products, and equipment.

B. References. *See Enclosure 1.*

C. Applicability. The provisions of this Instruction apply to all USUHS and AFRRI departments and activities.

D. Definitions. *See Enclosure 2.*

E. Policy. It is USUHS policy that:

1. The management of VI shall be located in the Audio Visual Center (AVC), with the Director, AVC, serving as the USUHS VI Manager. The AVC is established as a VI activity in accordance with DoD Directive 5040.2^b, and is authorized as such by the Office of the Assistant Secretary of Defense (Public

Affairs) (ASD(PA)).

2. The generation of VI products shall be centrally located in the AVC to avoid the duplication of effort, and to maximize the use of equipment, production resources, and space requirements.

3. The procurement of VI products and equipment must be approved by the USUHS VI Manager.

4. All VI products and services provided by the AVC will be done on a reimbursable or charge-back basis.

F. Responsibilities.

1. The Vice President, Teaching and Research Support (TRS) shall:

a. Have oversight responsibility for the management and operation of the AVC and VI.

b. Establish a single office for VI management.

c. Provide qualified representation to committees, working groups, and special panels at the request of the ASD(PA) or designated representative.

d. Report to the President, USUHS,

on all contacts with the ASD(PA) or on VI issues of University-wide concern.

2. The Director, Audio Visual Center, shall:

a. Manage the activities of the AVC in accordance with the Directives and Instructions listed at Enclosure 1.

b. Develop and provide VI policy and procedures for USUHS.

c. Submit any required VI reports through TRS and the President, USUHS, to the Assistant Secretary of Defense (Public Affairs), (ASD (PA)).

d. Provide all mission-related VI services and products in support of USUHS with the following exceptions:

(1) Classroom, conference room, cafeteria, and auditorium projection and audio amplification support.

(2) Management and operation of the USUHS closed circuit Bulletin Board channel.

e. Provide information to VI customers concerning applicable copyright laws and regulations.

f. Review and approve/disapprove all requests for the purchase of VI equipment,

software, and products to avoid unnecessary duplication.

g. Implement a charge-back system to capture all production expenses and charge those expenses to the appropriate USUHS cost center.

h. Develop, publish and maintain a schedule of charges reflecting the cost for AVC services. This schedule shall be reviewed and updated annually and remain in effect until superseded.

i. Maintain or purchase VI supplies that will be available for small volume users on a charge back basis.

3. Requesters of Audio Visual Center Services shall:

a. Follow procedures in *Enclosure 3* for requesting VI products or services.

b. Follow procedures in *Enclosure 3* for requesting the purchase of VI equipment.

c. Secure a properly signed release form as described in *Enclosure 3*.

d. Secure a copyright clearance (as necessary) for requested products.

H. Effective Date. This Instruction is effective immediately.



Charles L. Rice, M.D.
President

Enclosures:

1. References
2. Definitions
3. Policy and Procedures
4. Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Books and Periodicals
5. Agreement on Guidelines for Classroom Copying in Not-for-Profit Educational Institutions with Respect to Off-Air Recording of Broadcasts

REFERENCES

(a) USUHS Instruction 5040, "Visual Information (VI)," dated September 30, 1996 (hereby cancelled)

(b) DoD Directive 5040.2, "Visual Information," dated December, 7, 1987

(c) DoD Directive 5010.38, "Internal Management Control Program," dated April 26, 1996

(d) DoD Directive 5535.4, "Copyrighted Sound and Video Recordings," dated August 31, 1984

(e) DoD Directive 5040.5, "Alteration of Official DoD Imagery," dated August 29, 1995

(f) United States Code, Title 17: Copyrights

DEFINITIONS

1. Audio. Relating to recording, production, and reproduction of sound, such as used in the creation or reproduction of a VI product.

2. Audiovisual (AV) Production. An AV production is distinguished from other VI productions by the combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for conveying information to, or communicating with, an audience. (See Visual Information Production for the definition of all other forms of production).

3. Commercial VI Production. A completed VI production purchased from a commercial source is considered off-the-shelf.

4. Graphic Arts. Relates to the design, creation, and preparation of two- or three-dimensional visual products. Includes charts, graphics, posters, and visual materials for brochures, covers, television, motion pictures, printed publications, display, presentations, and exhibits prepared manually, by machine, or by computer. Also, see definition for Imagery.

5. Imagery. A pictorial representation of a person, place, thing, idea, or concept, either real or abstract, used to convey information.

6. Visual Information (VI). Information in the form of visual or pictorial representations of person(s), place(s), or thing(s), either with or without sound. VI includes still photographs, digital still images, motion pictures, analog and digital video recordings, and hand- or computer-generated art and animations that depict real or imaginary person(s), place(s), and/or

thing(s), and related captions, overlays, and intellectual control data.

7. VI Activity. An organizational element or a function within an organization in which one or more individuals are classified as visual information (VI) specialists, or whose principal responsibility is to provide VI services. VI activities include those that expose and process original photography; record, distribute, and broadcast electronically (video and audio); reproduce or acquire VI products; provide VI services; distribute or preserve VI products; prepare graphic artwork; fabricate VI aids, models, and displays; provide presentation services; or manage any of the above-listed functions.

8. VI Equipment. Equipment capable of continuing, or repetitive use by, an individual or organization for the recording, producing, reproducing, processing, broadcasting, editing, distribution, exhibiting, and storing of visual information. Items normally identified as VI equipment that are an integral part of a non-VI system or device (existing or under development), will be managed as a part of the non-VI system or device.

9. VI Management Office. Office established in accordance to DoD Directive 5040.2^b at major command or other management levels, which prescribes and requires compliance with policies and procedures, and reviews operations.

10. VI Production. The combination of motion media with sound in a self-contained, complete presentation, developed according to a plan or script for the purpose of conveying information to, or communicating with, an audience. A

production is also the end item of the production process. The special kind of production that combines motion picture media with sounds is further defined as “AV Production.” Used collectively, VI production refers to the functions of procurement, production or adoption from all sources, such as in-house or contract production, off-the-shelf purchase, or adoption from another Federal agency.

11. VI Products. Tangible VI media elements such as motion picture and still photography (photographs, transparencies, slides, film strips), audio and video recordings (tape or disc), graphic arts (including computer-generated products), models, and exhibits. (The “VI Production” is a subset of the VI Product and is usually addressed separately.)

12. VI Services. Those actions that 1) result in obtaining a visual information product; 2) support the preparation of a completed VI production such as photographing, processing, duplicating, sound and video recording, instrumentation recording, and film to video transferring, editing, scripting, designing, and preparing graphic arts; 3) support existing VI products such as distribution and records center operations; and 4) use existing VI products, equipment, maintenance, and activities to support other functions such as projection services, operation of conference facilities, or other presentation systems.

13. Off-Air Broadcast. The transmission of video and/or audio.

POLICY AND PROCEDURES

1. Audio Visual Center Operations. Visual Information (VI) [i.e., information in the form of visual or pictorial representations of person(s), place(s), or thing(s), either with or without sound] support will be limited to events or activities that are related to official missions and functions. The use of VI products, equipment, or facilities for other than official purposes, such as loaning equipment to local and State governments or nonprofit organizations meeting on Government property, will be at the discretion of the President, USUHS.

2. Restrictions.

a. Recording events. Recording information by audio or videotape will be limited to official events or activities that are related to military or USUHS missions and functions. Civilian activities and social events are not normally considered appropriate subjects for recordings. The recording, provision, or purchase of VI products in support of civilian activities and events must be approved by the USUHS President or designate prior to AVC support being provided. Additionally, the recording, provision, or purchase of VI products in support of military activities and events must be approved by the USUHS Brigade Commander, or designate, prior to the AVC support being provided.

b. Use of multimedia/VI productions. Multimedia/VI productions will not be used to promote organizations and commands, promote sales of commercial products or private industries, influence pending legislation, or provide forums for opinions on broad subjects (see DoD Directive 5040.2). Multimedia/VI production content will not be incompatible or inconsistent with DoD policies or doctrine; discriminate against or stereotype individuals on the basis of gender, race, disability, creed, nationality,

age, religion, national origin, or sexual orientation; or create or cast doubt on the credibility of the Department of Defense.

c. Prohibited recordings. Title 18, Chapter 25, United States Code prohibits the photo-optical and electronic recording of the items listed below. Offenders are subject to fines and/or punishment. All personnel assigned to make VI recordings will be informed of these restrictions. When in doubt of recording legality, the USUHS General Counsel will make final recommendations to the USUHS President. Prohibited items include:

(1) The photographing of money, genuine or counterfeit, foreign or domestic, or any portion thereof. However, such photography is authorized in black and white for philatelic, numismatic, educational, or historical purposes; for publicity in connection with sales and campaigns for U.S. Bonds; or for other newsworthy purposes (excludes advertising purposes) provided such photographs are less than three-quarters or more than one and one-half the size (in linear dimension) of the money photographed. The negatives (original recording material) and plates used must be destroyed after the final use. The term "money," for purposes of these procedures, refers to notes, drafts, bonds, certificates, uncanceled stamps and monetary securities in any form (Ref. 31 CFR, Subtitle B, Chapter IV).

(2) Government transportation requests.

(3) Passport and immigration or citizenship documents.

(4) A badge or identification card prescribed by agencies of the U.S. Government for use by an officer or employee (18 USC 701).

(5) Selective service registration card.

(6) Foreign Government, bank, or corporation obligations.

(7) Property titles when regulated, restricted, or prohibited by the issuing state.

d. Copyrighted material. Recording and/or use of copyrighted material in the development of any VI product is prohibited by law (17 USC) without written permission from the copyright owner. Evidence of this consent will be maintained throughout the life cycle of the product. "Fair use" doctrine for educational purposes may apply in some cases. However, when in doubt, written permission from the copyright owner is recommended. Guidelines for the use of copyrighted material under "fair use" are provided at Enclosure 4 of this Instruction. Copies of materials made under these guidelines will contain a notice of copyright on each copy. The copyright notice shall contain the following information:

- (1) The symbol "©".
- (2) The word "Copyright".
- (3) The copyright year.
- (4) The copyright owner.

Ownership or possession of copyrighted material does not constitute the permission to use or duplicate. When the copyright status is unclear, consult with the AVC or General Counsel before proceeding. Prevention of copyright infringements is the responsibility of all individuals, and violators are subject to prosecution at all levels of involvement.

e. Modification of VI productions. DoD VI productions may have legal encumbrances that limit their use. Therefore, the editing or modifying of any, either in-house or by commercial contract, of completed and distributed official productions or copies may not be performed without prior approval by the functional proponent of the production.

f. Broadcast recordings. Off-air public information broadcasts (audio or video) may be recorded by the AVC under the following

conditions:

(1) The information will have an impact on the role of USUHS in performing its mission.

(2) The USUHS department that requires the information submits an official request for the program to be recorded.

(3) The information recorded will be destroyed 60 days after the recording unless the requester determines that the information has permanent value. Permission of the copyright holder must be obtained in writing if the recording is held longer than 60 days. The requester and the organization that provides this recording service will ensure that:

(a) Excerpts are not edited or copied from the original recording (except as covered in paragraph *k* of this enclosure).

(b) Recorded information is not presented out of context.

(c) Viewing audiences are limited to DOD personnel who require the information.

g. Use of recorded information. DOD personnel will not use recorded information, as an instructional aid or for general viewing, without the written permission of the copyright owner. If consent of the copyright owner cannot be obtained prior to use of the recorded information due to time constraints; written permission from the copyright owner will be obtained prior to any duplication or distribution. Off-air broadcasts may be recorded and used without the permission of the copyright owner when the viewing of the recording is for the following purposes:

- (1) Law enforcement investigations.
- (2) National security investigations.
- (3) Civil emergencies, when necessary to accomplish a DoD mission.

h. Personnel and equipment.

(1) USUHS civilian or military personnel, on official VI assignments, are not permitted to engage in VI recordings for

personal retention or for any other purposes not directly related to their official mission. This prohibition does not apply during off-duty status. If personally owned equipment or supplies (such as cameras, film, videotape, and graphic arts material) are used during an official assignment, either by choice or agreement, the images become the property of USUHS and the U.S. Government and will be turned in to AVC for retention. USUHS personnel on official assignments have no personal rights to sell or distribute this type of imagery.

(2) Government personnel will not perform VI assignments that subject them to health or safety hazards not normally encountered in their regular duties.

i. Releases. Releases are required for the use of personnel, equipment, property, etc., prior to their inclusion in motion media, audio and video recordings, drawings, electronic imagery, and other VI products. These releases will be required whether the product is for internal USUHS/DoD use or release to the press, public, or individuals. For policies governing these releases, see DoD Instruction 5040.7.

j. Public exhibition clearance. All VI multimedia/VI productions will be reviewed for public exhibition prior to distribution (see DODI 5040.7). VI products produced by USUHS (whether in-house or by contract) and cleared for public exhibition become part of the public domain. These products, upon completion, will not have legal encumbrances such as copyright, patent, personal property, or performance restrictions. Any contract for the production of VI products requires that the contractor assign all interest in the work, to include copyright, to the Government.

(1) If the review reveals that legal encumbrances exist, the product will not be cleared for release until those encumbrances have been removed. Public clearance must be granted for any VI product (such as still

or motion media productions, stock footage, or electronic images) prior to its release to the public or placement on a Web site.

(2) Requests for public clearance review will be submitted to the University Affairs Office.

k. Alteration of official imagery. The alteration of official imagery, by any means, for any purposes other than to establish the image as the most accurate reproduction of a person, event, or object is prohibited.

(1) Photographic and video postproduction enhancement (includes animation, digital simulation, graphics, and special effects used for dramatic or narrative effect in education, recruiting, safety and training illustrations, publications, or productions) is authorized under the following conditions:

(a) The enhancement does not misrepresent the subject of the original image.

(b) It is clearly and readily apparent from the context of the image or accompanying text that the enhanced image is not intended to be an accurate representation of any actual event.

(2) Use, duplication, and electronic alteration of commercially obtained electronic images will be in accordance with applicable copyrights and licenses.

3. Requests for Products and Services.

Requests for VI products and services from AVC shall be submitted to the AVC on USUHS Forms 5303-1, 5030-2, or electronic equivalent. Customers must provide a valid cost code when submitting this request. Customers will be charged for all products and services, produced or procured, at a rate equal to that published in the most recent schedule of charges. If the charges are not reflected in this schedule, AVC will provide an estimate of charges at the customer's request.

4. Requests for Audiovisual Productions.

a. Requests for audiovisual productions (video tape or DVD) or multimedia productions (CD-ROM or DVD) shall be submitted to the AVC on USUHS Form 5303-1 accompanied by a completed DD Form 1995-1. The DD Form 1995-1 is available electronically at the AVC portion of the USUHS web site. Requests for purchase of commercial audiovisual productions used for student teaching shall be submitted to the Coordinator, Multidisciplinary Laboratories (MDL), accompanied by a completed DD Form 1995-1 as part of the requesting department's annual student teaching budget.

b. All DOD employees (including active duty military personnel) are prohibited from playing dramatic roles, narrating, or acting in, DOD, or Federal VI productions except:

(1) When performing their own jobs.

(2) When a production is to be used only for internal communication or training purposes and the employees are playing roles developed for training purposes in connection with their own jobs without using a prepared script.

(3) When skills or knowledge of the employees cannot be readily supplied by professional actors and cannot be supplied by a prepared script.

(4) The provisions of this paragraph may be waived by AVC if it is in the best interest of USUHS, cost effective, and economical to do so.

c. USUHS must avoid liability under laws that protect personnel and their property from invasion of privacy, trespassing, or violation of property rights. Departments engaged in the audio or video recording of lectures, seminars, presentations, demonstrations or research shall obtain signed releases under the conditions listed below. This requirement applies to all materials used in a VI

production, as in the following cases:

(1) Persons who either appear in or whose voices are used in a production.

(2) Persons whose minor children, real estate, copyrighted materials, or other private properties appear in any production.

(3) To determine the need for releases, apply the following guidelines:

(a) No release is required from active duty military personnel, including cadets or midshipmen from the U.S. service academies or DOD civilians performing their official jobs.

(b) Under most circumstances, an individual's expectation of privacy changes with each situation. Newsworthy or public events provide little, if any, expectation of privacy and therefore do not require releases.

(c) If an individual is part of a crowd, no release is required. Conversely, when an individual is a central figure in a scene, a release is required, regardless of the brevity of the scene.

(4) Separate clearances are always required to use copyrighted material. Generally both music and programs recorded off the air are copyrighted. Possession of the source recording or score does not confer any right to reproduce, transfer, or otherwise use or perform the material recorded or scored thereon, either in whole or in part. A specific license for each application must be obtained from the copyright owner. A license to use or perform music or other copyrighted material in connection with DOD productions or events will generally:

(a) Convey to the Government the perpetual right to duplicate, distribute, publish, exhibit, use, or transmit all or parts of the music, or other copyrighted material concerned as incorporated in the production for which the license was acquired, or in any future use incorporating a part, or the whole, of the production.

(b) State that the U.S. Government (its officers, agents, and other employees), when acting in their official capacities, are lawfully reproducing, distributing, exhibiting, or otherwise using the production or any portion thereof for which the license was acquired.

d. All productions produced for USUHS or DOD will undergo a legal review to establish legal clearances, restrictions or conditions as listed above. The Office of the General Counsel and University Affairs will conduct the review at the request of the AVC or customer. The record of the legal review will become a permanent part of the official production folder (jacket or record). A legal review should address, at a minimum, the following issues:

(1) Presence of copyrighted material in the script.

(2) The visual or oral appearance by minors.

(3) All releases for personal appearances on file.

(4) Private real or personal property releases on file.

(5) Presence of visual or oral introduction of trademarks, trade labels, distinctive packaging, or brand names.

(6) Production is intended for release to a foreign country.

(7) Security clearance has been obtained and is in the official file.

(8) No copyrighted materials have been used within the body of the production without proper legal clearances on file.

(9) File contains copy of the annual contract for soundtrack license (for example, music and sound effects).

(10) File contains licenses for copyrighted soundtracks.

(11) All required leases and licenses are in the official file.

e. All requests for the purchase of commercial off-the-shelf VI productions must be accompanied by a completed DD

Form 1995-1 and approved by the Director, AVC, prior to submission to Logistics for procurement.

5. Requests for VI Equipment.

a. Requests for VI equipment to be used for medical student teaching shall be forwarded to the Coordinator, MDL, as part of the annual budget submission. The Coordinator, MDL, shall then review with the Director, AVC before forwarding the request for procurement action or administrative approval to AVC.

b. Requests for VI equipment other than for the use of teaching may be obtained on a temporary (not to exceed 30 days) basis when required. Projection equipment shall be ordered, maintained, retained and checked out by MDL. Still cameras, video cameras, and video recorders shall be issued by AVC. Temporary loan is subject to availability. VI equipment shall not be permanently loaned.

c. When specific or unique requirements exist, low cost VI production equipment can be purchased using the requester's Government Purchase Card. When requesting this type of purchase, the requester needs to submit the following information through Logistics to AVC (and MDL as required):

(1) Equipment description, including type, model, cost, and manufacturer.

(2) Proposed vendor.

(3) Justification for the purchase, including reasons why the requirement cannot be supported by AVC or MDL, and impact if equipment is not purchased.

(4) Point of Contact with phone number.

(5) Cost Code.

d. Requests for major VI equipment purchases are submitted through the College and University Financial System (CUFS).

e. VI equipment required principally for medical student teaching at a site away for

the USUHS complex shall be included on the property listing of the department having primary responsibility for the course requiring the equipment. This equipment shall be maintained by MDL and hand receipted to the department on the MDL "Indefinite Loan" Form.

f. VI equipment required principally for medical and graduate student teaching at the USUHS complex, shall be assigned to MDL.

VI equipment located in the Learning Resource Center (LRC) shall be assigned to the LRC.

g. VI equipment for research shall be assigned to the department in which the research is primarily conducted. This equipment shall be purchased with funds allocated under the approved research protocol.

Attachments:

1. USUHS Form 5303
2. USUHS Form 1995-1
3. USUHS Form 5401
4. USUHS Form 5402

VISUAL INFORMATION PRODUCTION REQUEST,
EVALUATION AND APPROVAL

REPORT CONTROL SYMBOL
DD-PA(AR)1381

SECTION A. ORIGINAL CUSTOMER REQUEST FOR VISUAL INFORMATION (VI)

1. DATE OF REQUEST (YYMM/DD)

2. DATE REQUIRED (YYMM/DD)

3. TYPE OF REQUEST (X a., b., or c., and complete as applicable)

a. NEW OR REVISED PRODUCTION

(1) Script Attached (X one)

(2) Suggested Location

(3) Revision of PIN/PAN

Yes No

(a) Script

(b) Photography

b. ADOPTION OF GOVERNMENT PRODUCTION

(1) Source (Name, Address, & Phone Number)

(2) Location of Master Materials

(3) PIN/PAN or Other Product Number

c. COMMERCIAL ACQUISITION (Existing off the shelf productions only)

(1) Vendor's Mailing Address & Phone Number

(2) Sole Source Justification Attached (X one)

(3) Copyright Release Attached (X one)

Yes No

Yes No

(4) Estimated Cost Per Copy

(5) Commercial Identification Number

\$

4. TITLE

5. SERIES TITLE AND PART IDENTIFICATION

6. PROPOSED SECURITY CLASSIFICATION (X one)

a. Unclassified

b. Confidential

c. Secret

d. Top Secret

7. PRODUCTION OBJECTIVE (X one)

a. Education and Training

b. Internal Information

c. Public Information

d. Recruiting

e. Research, Development, Test, and Evaluation

f. Intelligence, Reconnaissance, Criminal Investigation and Communications Security

g. Combat Readiness

h. Installation Support

i. Medical and Dental

8. OBJECTIVE AND KEY POINTS

9. JUSTIFICATION

10. TARGET AUDIENCE

11. DISTRIBUTION PLAN

12. FUNDING

a. Unfunded

b. Funded; amount available \$ _____

13. ESTIMATED YEAR OF OBSOLESCENCE

c. Program Element(s) (List)

14. ESTIMATED RUNNING TIME

15. REQUESTER

a. TYPED NAME (Last, First, MI)

b. RANK / GRADE

c. ORG. NAME OR SYMBOL

d. TITLE

e. PHONE NUMBERS (Autovon & Commercial)

SECTION B. VALIDATION BY FUNCTIONAL MANAGEMENT

1. ASSIGNED TECHNICAL ADVISOR

a. TYPED NAME (Last, First, MI)	b. RANK / GRADE	c. PHONE NUMBERS (Autovon & Commercial)
d. ORGANIZATION NAME AND SYMBOL		

2. ASSIGNED CUSTOMER REPRESENTATIVE

a. TYPED NAME (Last, First, MI)	b. RANK / GRADE	c. PHONE NUMBERS (Autovon & Commercial)
d. ORGANIZATION NAME AND SYMBOL		

3. CERTIFICATION. I certify that the requested VI production is authorized by regulation or directive or is necessary in conducting official business.

a. INSTALLATION

(1) Typed Name (Last, First, MI)	(2) Signature	(3) Phone Numbers (Autovon & Commercial)
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b. MAJOR COMMAND

(1) Typed Name (Last, First, MI)	(2) Signature	(3) Phone Numbers (Autovon & Commercial)
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c. COMPONENT HEADQUARTERS

(1) Typed Name (Last, First, MI)	(2) Signature	(3) Phone Numbers (Autovon & Commercial)
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d. JOINT INTEREST REVIEW BOARD

(1) Typed Name (Last, First, MI)	(2) Signature	(3) Phone Numbers (Autovon & Commercial)
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SECTION C. APPROVAL BY VISUAL INFORMATION (VI) MANAGEMENT

1a. SUBJECT SEARCH NUMBER	2. SUBJECT SEARCH STATEMENT (X one)		3. DISTRIBUTION PLAN IS (X one)	
	<input type="checkbox"/>	a. NO KNOWN COMMERCIAL PRODUCTION IS AVAILABLE	a. APPROVED (Attached)	
	<input type="checkbox"/>	b. COMMERCIAL PRODUCTION(S) AVAILABLE	b. MODIFIED (Attached)	
b. SUBJECT SEARCH PARAMETERS ATTACHED (X one)		<input type="checkbox"/>	c. EXEMPTION	
<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	

4. ESTIMATED COSTS

a. SCRIPT \$	b. PRODUCTION OR PURCHASE \$	c. REPRODUCTION \$	d. DISTRIBUTION \$	e. TOTAL \$
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5a. FUNDING SOURCE

b. AMOUNT \$

6. ASSIGNED PRODUCTION NUMBER

a. PIN	b. PAN
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7. ASSIGNED PRODUCTION ACTIVITY

8. APPROVAL AUTHORITY. I certify that the requested VI production does not duplicate existing productions and represents the minimum expenditure of funds.

a. INSTALLATION

(1) Typed Name (Last, First, MI)	(2) Signature	(3) Phone Numbers (Autovon & Commercial)
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b. MAJOR COMMAND

(1) Typed Name (Last, First, MI)	(2) Signature	(3) Phone Numbers (Autovon & Commercial)
----------------------------------	---------------	--

c. COMPONENT HEADQUARTERS

(1) Typed Name (Last, First, MI)	(2) Signature	(3) Phone Numbers (Autovon & Commercial)
----------------------------------	---------------	--

d. JOINT INTEREST REVIEW GROUP

(1) Typed Name (Last, First, MI)	(2) Signature	(3) Phone Numbers (Autovon & Commercial)
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UNIFORMED SERVICES UNIVERSITY OF THE HEALTH SCIENCES
AUDIO VISUAL CENTER

GENERAL RELEASE FORM

1. Uniformed Services University of the Health Sciences has requested to use my picture, pictorial record, and/or voice in connection with publications, audio or video tape recordings, or television programs made for or produced for the Department of Defense. This picture, pictorial record, and/or voice recording was taken on or about (date) _____ at (place) _____.

2. I authorize the use of any such photographic or electronic reproductions of me for any purpose, including but not limited to scientific or educational purposes, publication in newspapers, magazines, or any other public media as may be deemed appropriate by the Uniformed Services University of the Health Sciences. (I understand that I may be identifiable from such photographic or electronic reproductions.)

3. I hereby waive all rights of privacy which I may have either by common law or statute and further, I hereby grant full permission to the United States Government and any of its branches to use picturization and spoken material wherever and however they deem necessary.

4. This voluntary service will not be made the basis of a future claim against the Government for compensation.

In witness whereof: I hereon have set my hand and seal this _____ day
of _____ 19 _____.

Signature

Typed or Printed Name, Rank, SSAN

Witness: _____

Typed or Printed Name

General Release

The United States and/or the Henry M. Jackson Foundation for the Advancement of Military Medicine or their lawful assignees have requested me to grant, release, and discharge to it certain rights (hereinafter more fully set forth) arising from my participation in a particular production, be it a motion picture film, audio or television recording, photographs or filmstrip, (project title or number: _____) to be made by or produced for the United States Government.

This grant, release, and discharge of said rights to the United States and/or the Henry M. Jackson Foundation for the Advancement of Military Medicine or their lawful assignees is made freely and without expectation of recompense of any kind, in full cognizance of the risks inherent in the operational techniques employed in the production, including, but not limited to, the focusing of lights upon me; and in contemplation of the reliance by the United States and/or the Henry M. Jackson Foundation for the Advancement of Military Medicine or their lawful assignees upon the rights herein granted and released.

I hereby grant and release to the United States and/or the Henry M. Jackson Foundation for the Advancement of Military Medicine or their lawful assignees the following rights:

a. To use my name, photograph, likeness, acts, poses, plays, and appearances made in connection with the said production in any manner; to record, reproduce, amplify, simulate, filter or otherwise distort my voice and all instrumental, musical, and other sound effects produced by me; and to reproduce, duplicate, publish, exhibit use or transmit the same or any parts thereof, by any means, in any manner and for any purpose whatsoever; and to use the same perpetually.

b. The right to "double" or "dub" my voice, acts, poses, plays, and appearances, all instrumental, musical and/or other sound effects produced by me to such extent as may be desired by the United States and/or the Henry M. Jackson Foundation for the Advancement of Military Medicine and their lawful assignees.

c. The release and discharge of the United States and/or the Henry M. Jackson Foundation for the Advancement of Military Medicine and their assignees from any cause of action of whatsoever nature arising from my participating in the production.

This voluntary grant and release will not be made the basis of a future claim of any kind against the United States and/or the Henry M. Jackson Foundation for the Advancement of Military Medicine, its employees, assigns, or contractors or employees or agents of the same.

This grant, release, and discharge shall inure to the benefit of the United States and/or the Henry M. Jackson Foundation for the Advancement of Military Medicine, and its officers, agents, servants, and employees when acting in their official capacities; and to persons, firms, or corporations contracting with the United States and/or the Henry M. Jackson Foundation for the Advancement of Military Medicine, and their heirs, executors, administrators, successors, or assigns; and to any other persons lawfully reproducing, distributing, exhibiting, or otherwise using the said production or any portion thereof.

In the event that this General Release is signed in connection with any other release, that language in each release that provides the greatest rights to the United States and/or the Henry M. Jackson Foundation for the Advancement of Military Medicine and their lawful assignees shall control.

DATE: _____

_____ Signature

_____ Typed Name

_____ Witness Signature

_____ Typed Name

Production Title: _____

Production Number: _____

AGREEMENT ON GUIDELINES FOR CLASSROOM COPYING IN NOT-FOR-PROFIT EDUCATIONAL INSTITUTIONS WITH RESPECT TO BOOKS AND PERIODICALS

On March 19, 1976 an agreement was made on guidelines for insertion into the Committee Report covering educational copying from books and periodicals under Section 107 of H.R. 2223 and S.22. These guidelines were developed jointly by representatives of the Ad Hoc Committee of Educational Institutions and Organizations on Copyright Law Revision, the Authors League of America, Inc, and the Association of American Publishers, Inc. It refers to the copying by, or for, teachers in not-for-profit educational institutions with respect to books and periodicals, and is not intended to apply to musical or audiovisual works. The full text of the agreement is as follows:

COPYRIGHT GUIDELINES WITH REGARD TO “FAIR USE”

GUIDELINES

I. Single Copying for Teachers

A single copy may be made of any of the following by, or for, a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book.
- B. An article from a periodical or newspaper.
- C. A short story, short essay or short poem, whether or not from a collective work.
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.

II. Multiple Copies for Classroom Use

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; *provided that*:

- A. The copying meets the tests of brevity and spontaneity as defined below.
- B. The copying meets the cumulative effect test as defined below.
- C. Each copy includes a notice of copyright.

Definitions

Brevity

(i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

(ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words or, (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in (i) and (ii) above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

(iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

(iv) “Special” works: Certain works in poetry, prose or in “poetic prose” which often combine

language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph (ii) above notwithstanding such “special works” may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

Spontaneity

- (i) The copying is at the instance and inspiration of the individual teacher.
- (ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- (i) The copying of the material is for only one course in the school in which the copies are made.
 - (ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
 - (iii) There shall not be more than nine instances of such multiple copying for one course during one class term.
- [The limitations stated in (ii) and (iii) above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. Prohibitions as to I and II Above

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts are accumulated or reproduced or used separately.
- B. There shall be no copying of, or from, works intended to be “consumable” in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - (a) Substitute for the purchase of books, publishers’ reprints or periodicals.
 - (b) Be directed by higher authority.
 - (c) Be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

**AGREEMENT ON GUIDELINES FOR CLASSROOM COPYING IN NOT-FOR-PROFIT
EDUCATIONAL INSTITUTIONS WITH RESPECT TO OFF-AIR RECORDINGS OF
BROADCAST TRANSMISSIONS**

1. The guidelines were developed to apply only to off-the-air recordings of broadcasts by non-profit educational institutions.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable transmission) and retained by a non-profit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary in classrooms and similar places devoted to instruction within a single building, cluster, or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. "School days" are school session days—not counting weekends, holidays, vacations, examination periods, or other scheduled interruptions—within the forty-five (45) calendar day retention period.
4. Off-air recordings may be made only at the request of, and used by, individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.
5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.
6. After the first ten (10) consecutive school days, off air recording may be used up to the end of the forty-five (45) calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.
7. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
8. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.

9. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

All copies of AVC work orders requesting the reproduction of copyrighted material under the “fair use” guidelines shall contain the following notice:

NOTICE

Warning Concerning Copyright Restrictions

The Copyright Law of the United States (Title 17, United States Code) governs the reproduction of copyrighted material. These copies were made at your request following the fair use guidelines of this law. You are reminded that these materials may be protected by the Copyright Law. Following your “fair use” of these materials, in accordance with these guidelines, they should not be used for any other purpose. If subsequent use of this material is required, it is recommended that you seek clearance from the copyright owner or you may be held liable for copyright infringement.

The labels of all CDs, DVDs, video tapes or audio tapes that contain copyrighted material recorded from broadcast under the “fair use” guidelines, shall additionally contain the following notice:

COPYRIGHT NOTICE

This product contains copyrighted material reproduced in accordance with the “fair use” guidelines of Title 17, U.S.C. Reproduction of the copyrighted portion of this product is not authorized without clearance from the copyright owner.

The labels of all CDs, DVDs, video tapes or audio tapes that contain copyrighted material recorded from broadcast under the “fair use” guidelines, shall additionally contain the following notice:

This product contains an off-air recording of copyrighted broadcast material recorded on _____ and must be destroyed by _____.