



Combat Camera, Camp Johnson, North Carolina

Instructional Media Request

Job Number:
(For Internal Use)

Date:

Combat Camera develops instructional media products for use in Marine Corps classrooms that are in direct support of approved Programs of Instruction. ComCam is not intended to replicate services that can be obtained through Marine Corps Communication Strategy Offices or local joint service support such as reproduction of materials, administrative and/or ceremony photography and public affairs functions.

Limited still photography (only) may be obtained case-by-case basis for slated commanders' Change of Command ceremonies or Relief and Appointments of Sergeants Major when they do not impede ComCam's primary mission.

Completed media products will be made available to the requester via electronic methods, online or DVD. Digital products will be downloaded, reproduced, printed and/or distributed by the requesting command.

REQUESTER

Requester: Email Address:
Rank Last Name First Name

Phone Number: Course Name:

FLC:

Base/Installation: State:

SUPPORT REQUEST

1. Identify your media requirement. *(Think: "I need media to support my lesson plan on HSTs.")*

2. I have conducted a thorough research of existing media that would meet requirements: Yes No
 To ensure copyright compliance, all research should be conducted via .mil, .gov, MarineNet, and DVIDS websites.
It is imperative that no copyright laws are violated.

3. Identify the overall objective you are trying to meet. *(Think: "Students are unable to grasp the function of a carburetor on a tactical vehicle.")*

4. Identify the target audience. *(Think: "Students are entry level (18-24 year old) Marines of varying educational backgrounds.")*

5. Provide current/approved lesson plans or approved content for development of media with this form.
 The date this lesson plan was last updated: Master Lesson File (MLF) Number:
 How often does this lesson plan/content change: *Less than 6 months* *Once a year* *Every 2 years* *More than 2 years*

6. Provide a subject matter expert (SME) who has final project approval authority.
SME will need to be available and on location throughout the entire project.

SME: Email Address:
Rank Last Name First Name

Phone Number:

Job Number:
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MSE COMMAND REPRESENTATIVE

Each Training Command MSE is responsible to identify one command representative (by billet) to receive, route to MSE commander for approval, and forward approved instructional media requests.

Command Representative:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Rank/GS Grade</i>	<i>Last Name</i>	<i>First Name</i>	<i>Billet/Position</i>

Phone Number: Email Address:

MSE:

As the MSE Command Representative, I understand that by checking each block and signing below:

- Completed media products will be made available to the requester via electronic methods, online or DVD. Digital products will be downloaded, reproduced, printed and/or distributed by the requesting command.
- In the event multiple instructional media requests are received from FLCs, the MSE commander will prioritize prior to the forms being submitted.
- All Temporary Additional Duty travel costs (i.e. transportation, lodging, per diem, etc.) associated with the development of instructional media production requests will be the responsibility of the requesting command.
- All approved/current lesson plans and associated media files (i.e. PowerPoint, technical manuals, doctrine, policies, etc.) are provided.
- There are no copyright law violations.
- This form has been completely filled out, approved by the MSE commander, and will be sent with all supporting documents to MCCSSS_COMCAM@USMC.MIL

Digital Signature: Date:

MSE COMMANDER SIGNATURE

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<i>Rank</i>	<i>Last Name</i>	<i>First Name</i>	<i>Digital Signature</i>	<i>Date</i>

COMBAT CAMERA (For Internal Use)

Project Manager: Start Date:
Rank Last Name First Name

Description of Services:

- All requested media products have been completed and sent to the requesting customer.

Signature: Completion Date:

Please save and email this form along with all supporting documents to MCCSSS_COMCAM@USMC.MIL