



Combat Camera-Instructional Media, MCCSSS, Camp Johnson, NC

Training Media Request

Job Number:
(For Official Use Only)

Date:

Combat Camera-Instructional Media (ComCam-IM) develops electronic/digital products for use in Marine Corps classrooms that are in direct support of approved Programs of Instruction, only. ComCam-IM does not support administrative photography, ceremonies/events, and/or reproduction of materials.

Completed media products will be made available to the requestor via electronic methods, online or DVD. Digital products will be downloaded, reproduced, printed and/or distributed using local resources.

Prioritization of support requests will be made on a first come-first serve basis. However, urgent requests with an approved justification will be reviewed for feasibility of support.

REQUESTOR

Requestor:	<input type="text"/> <small>Rank</small>	<input type="text"/> <small>Last Name</small>	<input type="text"/> <small>First Name</small>	Email Address: <input type="text"/>
Phone Number:	<input type="text"/>		School:	<input type="text"/>
Command Address:	<input type="text"/>			
State:	<input type="text"/>	Zip Code:	<input type="text"/>	

SUPPORT REQUEST

- Identify your media requirement. *(Think: "I need media to support my lesson plan on HSTs.")*
- I have conducted a thorough research of media: ☐ Yes ☐ No
Conduct a thorough research of existing media that may meet your requirements. To ensure copyright compliance, all research should be conducted via .mil, .gov, DIMOC, and DVIDS websites. *It is imperative that no copyright laws are violated.*
- Identify the overall objective you are trying to meet. *(Think: "Students are unable to grasp the function of a carburetor on a tactical vehicle.")*
- Identify the target audience. *(Think: "Students are entry level (18-24 year old) Marines of varying educational backgrounds.")*
- Provide current/vetted 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
- Provide a content/lesson plan subject-matter-expert (SME) who has final project approval authority.
SME will need to be available throughout the entire project.
SME:
Rank Last Name First Name Email Address:
Phone Number:

REQUESTING COMMAND REPRESENTATIVE

All Training Command Units are required to identify one Command Representative for all media support requests.

Funding. All non-manpower related costs (i.e., TAD, consumable materials, etc.) associated with the development and completion of the media request will be the responsibility of the requesting School.

Command Representative:

Position:
Rank/GS Grade Last Name First Name

Phone Number Email Address:

Command Address:

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

- ☐ Completed media products will be made available to the requestor via electronic methods, online or DVD. Digital products will be downloaded, reproduced, printed and/or distributed using local resources.
- ☐ Prioritization of support requests will be made on a first come-first serve basis. However, urgent requests with an approved justification will be reviewed for feasibility of support.
- ☐ All non-manpower related costs (i.e., TAD, consumable materials, etc.) associated with the development and completion of the media request will be the responsibility of the requesting School.
- ☐ All approved/current lesson plans and MLF number are provided.
- ☐ There are no copyright law violations.
- ☐ This form has been completely filled out, signed and will be sent with all supporting documents to MCCSSS_COMCAM@USMC.MIL

Signature: Date:

COMBAT CAMERA (For Official Use Only)

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