



# 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:    Email Address:   
Rank Last Name First Name

Phone Number:  School:

Command Address:

State:  Zip Code:

### 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:    Email Address:   
Rank Last Name First Name  
 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

Digital 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