



DEPARTMENT OF THE NAVY
FLEET AVIATION SPECIALIZED OPERATIONAL
TRAINING GROUP PACIFIC FLEET

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FASOTRAGRUPACINST 5291.1B

N9
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FASOTRAGRUPAC INSTRUCTION 5291.1B

Subj: PROCEDURES AND GUIDELINES FOR REQUESTING AUDIOVISUAL
PRODUCTION SUPPORT FROM FLEET AVIATION SPECIALIZED
OPERATIONAL TRAINING GROUP, PACIFIC FLEET

Ref: (a) OPNAVINST 5290.1A
(b) COMNAVAIRPACINST 1551.2D
(c) FASOTRAGRUPACINST 5290.1D

Encl: 1) FASOTRAGRUPAC(N91) 5291/1(REV. 8-96), Teleproductions
Preliminary Program Evaluation

1. Purpose. To establish procedures and guidelines for requesting audiovisual production and documentation support from the FASOTRAGRUPAC teleproductions division.

2. Cancellation. FASOTRAGRUPACINST 5291.1A

3. Scope. To provide professional Audiovisual (AV) production services to all COMNAVAIRPAC activities that have audiovisual production requirements in support of aviation training.

4. Background. Audiovisual productions are governed by policies and procedures contained in references (a) and (b). Reference (b) provides the requirements and responsibilities for obtaining audiovisual production services. This instruction provides detailed information designed to make efficient use of services to ensure a quality end product.

5. Hours of Operation. Normally, teleproduction services are available between the hours of 0800 and 1630, Monday through Friday. Hours will be extended to meet official requirements for AV productions as they occur.

6. Definitions. Standard audiovisual terminology may be found in reference (a), appendix A. References (b) and (c) provide additional terminology. Other definitions are as follows:

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a. Props. Term denoting more than scenic backgrounds. Props are drapes, items of furniture: chairs, tables, benches, etc. As applied to aviation training, it includes flight suits helmets, tow bars, yellow gear, maintenance stands, test equipment, etc., or any item needed to make the scene look real

b. Production Phase. The period of time the actual photography or videotaping is accomplished and includes all efforts to acquire the components required in the completed production, (i.e., video, narration, sound effects, graphics, etc.)

c. Post Production. The process that begins after the production phase of a video program is completed. The primary function of "post production" is to edit together the video footage.

d. Editing. The process of assembling the component videotape sequences and adding appropriate narration, sound effects, graphics, etc. to create a finished video program.

7. Responsibility. The requesting activity will assign, in writing, a Subject Matter Expert (SME) or technical advisor, and an activity coordinator to the production. Historically, assigned SMEs have not been the most knowledgeable individuals in the requesting activity's organization, but rather those personnel with the greatest amount of spare time available. Great emphasis must be placed on the qualifications of the SME and their ability to devote the necessary man hours towards the project. They will be responsible for the complete accuracy of the information contained in audiovisual productions that may be viewed Navy wide. Failure of the requesting activity to provide a competent and readily available SME or activity coordinator shall be cause to lower the priority scheduling for the production and may cause long delays in production completion. FASOTRAGRUPAC Media Services retains the option to establish the need or extent of services required from the SME. The SME and activity coordinator assigned by the requesting activity will have the authority and qualifications to perform the following:

a. Subject Matter Expert

1) Act on behalf of the requesting activity regarding doctrine, equipment, procedures and intent of the production.

(2) Authority to give final approval on technical matters through all stages of scripting, production and post production.

(3) Be available when and where required to meet the procedural or technical requirements of the production.

(4) Authority to provide final acceptance of the production.

(5) The SME may also function as the activity coordinator when practical.

b. Activity Coordinator

(1) Arranges for required facilities, locations services and equipment.

(2) Arranges the availability of special props used in the productions.

(3) Acts as the logistics coordinator and arranges the availability of squadron or activity personnel necessary to the production phase.

(4) Responsible for the physical security of all video equipment stored at their facility, and for the security of the area when recording classified information.

c. Currency Review. Category I productions require an annual review for currency. Category II productions require an annual review after three years. If a production is determined to be obsolete, the requesting activity should report to FASOTRAGRUPAC, by letter, stating why the production is no longer current. Productions considered obsolete will be removed from service along with all copies. If the production is considered to have historical value, it may be archived and retained by DOD for future reference. FASOTRAGRUPAC will provide a listing of productions that require currency review in accordance with reference (a).

d. Media Services Responsibility. Media Services Teleproductions Center shall be responsible for the aesthetic technique and overall coordination of the production. They will

provide all production personnel, video tapes, equipment for recording and editing the video footage, and duplication of the final approved production.

8. Capabilities and Guidelines

a. Recording of AV Products/Documentation

(1) Videotaping of special events (i.e., lectures, demonstrations, etc.) directly related to aviation training can be accomplished with a minimum 48 hour advance notice. FASOTRAGRUPAC manpower and video production assets are limited and are scheduled as far in advance as possible. Prior production commitments may preclude short notice requests for video documentations.

(2) Documentations must be used as recorded with no editing other than titles. Unless directed by higher authority, duplication of documentations is limited to three copies which are only to be distributed within the requesting activity. Larger distributions will require category I or II video production authorization as defined in references (a) and (b).

(3) Documentations usually involve the projection of computer generated graphics (i.e., PowerPoint briefings), overhead transparencies or the use of flip charts, etc. To provide a quality product, the following guidelines should be used:

(a) No vertically oriented graphics. The video format is three units high and four units wide (a horizontal format). Videotaping vertically oriented graphics will usually eliminate part of the top and bottom while leaving blank spaces on each side. These situations can be handled, but require special production effort and take additional time.

(b) Graphics created for display in a video format should not contain small, detailed information. If lettering is used, it should be as large as possible, be in a bold type font, and arranged to leave at least 10 percent of the graphic's width and height as a blank border.

(c) Documentations taped indoors require lighting to achieve a quality product. Set up time of lighting equipment is directly related to the size of the room and any special

requirements (i.e., the project of PowerPoint graphics along with the speaker). Generally, two hours of set up time should be allowed for a documentation taping session.

(d) Video documentations of longer sessions require periodic breaks to change video tapes. Natural breaks or pauses should be planned during the recording.

b. Duplication of Video Products/Productions. Limited video duplication services are provided to authorized COMNAVAIRPAC activities. Under no circumstances will copyright materials be reproduced without express written authorization from the copyright holder. Products or productions produced by other than government facilities will not be reproduced without their written consent. Video products that have been produced by FASOTRAGRUPAC may include up to three duplications provided they are used within the requesting activity. Exceptions will be considered on a case by case basis within the guidelines of reference (a).

c. Classified Video Documentations. Video tapes containing classified material acquired during the taping of a classified lecture will be turned over immediately to the requester at the conclusion of the session.

d. Classified Video Tapes and Scripts. The requester of AV services is responsible for classifying all AV materials to be used by the teleproductions center. Activities requiring production that involves hand carried classified material will provide a letter of authorization prior to delivering classified material. The letter must contain the individual's name, rate/rank, social security number, and level of clearance. Classified AV materials will be held by FASOTRAGRUPAC only long enough to complete the requested project and then either returned to the requestor or destroyed in accordance with prescribed procedures.

9. Procedure

a. Evaluation. Requesting activities desiring audiovisual productions should complete the teleproductions preliminary program evaluation form, enclosure (1). This form provides the required information necessary for seeking formal production approval.

b. DAVIS Search. A search of DOD audiovisual data bases will be conducted to determine if any usable production already exists which fulfills the user's intended requirements. If a production appears to be applicable, it must be reviewed by the requesting activity. If the activity decides that the production will not meet its requirements, it must put those reasons in writing to FASOTRAGRUPAC. Those statements will then accompany the production request up the approval chain. If higher authority deems that an existing production does meet the requestor's intended requirement, the new production request will be canceled.

c. Request Phase. If no production exists which fulfills the user's intended requirements, a DD Form 1995 will be completed by the teleproductions center to be signed by the requesting activity. This form will be forwarded via the appropriate chain of command for production approval. Once production approval is granted, the script writing phase will begin.

d. Script Writing Phase. As many rough script drafts as required will be developed until the requesting activity can certify that the information contained in the script is accurate and correct. This phase is most important as, once the production phase begins, it is very time consuming and expensive to re-photograph changes to the script.

e. Production Phase. During the production phase, all video footage and graphics materials are photographed. The is expected to be present during video taping to ensure that what appears on camera is accurate and correct.

f. Post Production Phase. After all original materials have been recorded, the post production phase begins. The video footage is reviewed and the scenes edited together to conform to the script. Narration, sound effects, titles and graphics are added. The SME may be required to be present during the post production phase, particularly if the material is highly technical.

g. Review Phase. At the end of the post production phase, or at any point in between, the SME reviews the master tape to ensure that it meets the requester's requirements. Complicated

productions may use a rough cut master to ensure that all details are correct. All minor corrections must be made at this point.

h. Approval Phase. Once the completed master is reviewed and determined to be accurate and correct, it is then approved by the SME for duplication. The production will be reproduced exactly as shown.

i. Production Phase. The authorized number of copies are now reproduced. Category II productions may require forwarding the master copy to an Inventory Control Point (ICP) for cataloging and final distribution to end users. Advance copies must be returned to FASOTRAGRUPAC when the final distribution copies are obtained.

10. Revisions. Revision of an existing production requires that the entire request and approval process be completed a second time. The scripting, production and post production phases may be significantly reduced, depending on the extent of the revisions.

11. Action. Detachments Lemoore and Whidbey Island will develop and issue a similar instruction for their user activities, specifying their own capabilities and guidelines. Other detachments may use this instruction to assist their user activities in obtaining audiovisual production support from FASOTRAGRUPAC.


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