



# HEADQUARTERS MARINE CORPS

## COMMUNICATION DIRECTORATE PRODUCTION & ENGAGEMENT

# REQUEST FOR SUPPORT

<b>Name</b> (First, Last)		<b>Rank</b>	<b>Phone</b> (No Personal)	<b>Email</b> (.Mil)
<b>Signature of Coordinator/Requester</b> (Government Employee)		<b>Date Received</b>		<b>Date Required</b>
<b>Tier:</b> Tier I, is to be used exclusively for production in direct support of the CMC, ACMC, SMMC Tier III: Headquarters Marine Corps General Officers Tier II: Deputy Commandants Tier IV: Other				
<b>Tier I</b>	<b>Tier II</b>	<b>Tier III</b>	<b>Tier IV</b>	
<b>Unit/Section:</b>				
<small>Note: In order to meet our priority customers demands during peak production seasons, this tier system establishes the hierarchy for manpower, material, and reproduction equipment. Approved Tier IV requests will be completed in as timely a manner as this system allows.</small>				
<b>Project/Event Name:</b>			Does the customer require all original materials and photos returned?	YES NO
PHOTO	VIDEO	REPRO	GRAPHICS	OTHER
<b>Statement of Work:</b> (detailed description of request)				
Security Clearance of Request:			Files Attached	Yes      No
<small>Note: Production and Engagement Branch is not responsible for the editing or content of your project. Compliance with registration of copyrighted materials will be strictly enforced. In accordance with MCO 3404.1, commercially and privately produced papers and/or other non-public materials will not be reproduced by COMMSTRAT. The requestor is responsible for providing written authorization prior to reproduction. Any jobs requested that have not been picked up after 15 business days, without previous arrangement of later pick up time, will be discarded and the job will be closed out to include jobs that have not recieved responses to proof verification.</small>				
<b>Approved</b>		<b>Denied</b> (Reason must be provided if denied)		
<b>Signature of Approving Authority</b> (COMMSTRAT ONLY)				<b>Date:</b>

**COMMSTRAT USE ONLY**

<b>Assigned to:</b>	<b>Job Start:</b>	<b>Job Completed:</b>
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<b>Priority:</b>	<b>Date/Time Due:</b>	<b>Quality Check #1:</b> (Name)	<b>Quality Check #2:</b> (Name)
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<b>Section Chief QC:</b>	<b>Production Chief QC:</b>
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**Comments:**

<b>Proof Verification</b>		<b>Pick-Up Verification</b>	
<b>Name:</b>	<b>Date:</b>	<b>Name:</b>	<b>Date:</b>

<b>Sign:</b>	<b>Sign:</b>
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**I HAVE REVIEWED THE PROVIDED PROOF AND AUTHORIZE THE PRODUCT TO BE FINALIZED.**

**I ACCEPT THE FINALIZED PRODUCT. ALL PREVIOUSLY PROVIDED MATERIALS HAVE BEEN RETURNED.** (IF REQUESTED)

## Work Hours & Material Tracker

Operator	Hours			Materials		
	Code	Time	Cost	Item	Quantity	Cost

**WORK HOURS AND MATERIALS WILL BE DOCUMENTED, TO INCLUDE WASTE. REFERENCE JOB ORDER CODE SHEET FOR DATA ABBREVIATIONS. JOBS CANNOT BE COMPLETED WITHOUT THIS INFORMATION. IT IS THE RESPONSIBILITY OF THE SECTION SUPERVISOR/CHIEF TO ENSURE THIS COMPLETED.**