REQUEST FOR DOD PRODUCTION ASSISTANCE

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The public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.

PURPOSE: This form is used to request Department of Defense (DoD) assistance to entertainment media productions. This information is required to evaluate the production for appropriateness and compliance with DoD policies and for coordination of the units involved. Please complete all sections.

PRODUCTION INFORMATION:

Project Title/Working Title:	Date of Request *(YYYYMMDD)*:

Requested Production Start Date *(YYYYMMDD) (Please allow a minimum of ten (10) business days to process after approval is granted.)*	Anticipated Production Release Date *(YYYYMMDD)*

PRODUCER/PRODUCTION POINT OF CONTACT (POC):

Legal Name of Production Company		Production Company POC	
POC Title		**Production Company Address**	
City	**State**	**Zip Code**	**Country**
POC Business Email		**POC Business Phone**	

WHAT TYPE OF PROGRAM IS THIS PROJECT?

☐ Feature film ☐ Scripted television ☐ Non-scripted reality television ☐ Documentary

☐ Other _____

IS PRODUCTION FULLY FUNDED? ☐ Yes ☐ No **IS PRODUCTION FULLY INSURED?** ☐ Yes ☐ No

(If needed, provide additional explanation in the notes section on page 3.)

WILL THE PRODUCTION BE USED IN CONJUNCTION WITH FUNDRAISING EFFORTS? ☐ Yes ☐ No

(Refer to paragraph 4 of the Guidance and Instructions for additional information regarding DoD participation in fundraising events.)

SYNOPSIS *(brief narrative description/treatment of the project)* ***(if more space is needed, continue on Page 2)***

SYNOPSIS (CONT.) *(brief narrative description/treatment of the project)*

SPECIFIC REQUEST *(Include DoD assistance requested, such as access to installations, use of military equipment or personnel, imagery or any other support. Please refer to paragraph 5 in the Guidance and Instructions for more information regarding when DoD assistance may be provided to an entertainment media production.)* ***(if more space is needed, continue on Page 3)***

SPECIFIC REQUEST (CONT.)

WHAT IS THE DISTRIBUTION PLAN FOR THE PRODUCTION? *(Provide name of distributor/network, any currently known details regarding the distribution plan, and information about expected audience/viewership.)*

DO YOU ANTICIPATE USING A DRONE FOR FILMING FOOTAGE RELATED TO DOD PRODUCTION ASSISTANCE?

☐ Yes ☐ No ☐ Unknown

(Use of drone or unmanned camera device may require the approval of several military offices and the Federal Aviation Administration (FAA). As such, it may delay processing of your request and we may not be able to authorize drone use prior to requested filming date.)

SECTION 1257 OF PUBLIC LAW 117-263 CERTIFICATION:
Pursuant to section 1257 of Public Law 117-263 and DoD Instruction 5410.16, DoD may not support a project that has complied or is likely to comply with a demand from the Government of the People's Republic of China or the Chinese Communist Party, or an entity under the direction of the People's Republic of China or the Chinese Communist Party, to censor the content of the project in a material manner to advance the national interest of the People's Republic of China.
Has the project for which you are seeking DoD support complied with or is the project likely to comply with such a censorship demand from the Government of the People's Republic of China, the Chinese Communist Party, or an entity under the direction of either?

☐ Yes ☐ No

If Yes, please explain:

NOTES *(any additional information to support your request)*

AUTHORIZED REPRESENTATIVE OF THE PRODUCTION COMPANY:

Name	Title
Organization/Company	
Phone	Email

To the best of my knowledge, information, and belief, I certify that the statements and information provided on this form are true and correct.

Signature

NOTICE: This document and other records relating to DoD assistance may be subject to disclosure pursuant to the Freedom of Information Act, Section 552 of Title 5, United States Code. Submitting this form does not constitute approval from the DoD. Filming of DoD personnel, equipment or installations is not permitted until a Production Assistance Agreement is signed by the production company and the DoD. This form provides pre-decisional information and may be shared within the DoD for the purpose of determining whether to support the proposed project.

GUIDANCE AND INSTRUCTIONS

1. This form is used to request DoD assistance to entertainment media productions in accordance with DoD Instruction 5410.16, "DoD Assistance to Non-Government, Entertainment-Oriented Media Production," at: https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodi/541016p.pdf.

2. The requested information is required to evaluate the project. Please complete all sections. In addition, production company officials requesting DoD assistance must submit a completed script (or a treatment or narrative description for documentaries). The script may be submitted with this form or at a later date upon DoD request.

3. DoD assistance does not imply endorsement of the production.

4. DoD Components may not actively and visibly participate in an event or activity that has the purpose of soliciting money or materiel for charitable; civic or educational organizations; organizational operations, for which the donor may be eligible for a charitable tax deduction; or similar purposes. Fundraising events are distinct from commercial activities that involve the conduct of business to make a profit.

5. DoD assistance may be provided to an entertainment media production, to include fictional portrayals, when cooperation of the producers with the Department of Defense benefits the DoD, or when such cooperation would be in the best interest of the Nation based on whether the production:

   (1) Presents a reasonably realistic depiction of the Military Services and the DoD, including Service members, civilian personnel, events, missions, assets, and policies;

   (2) Is informational and considered likely to contribute to public understanding of the Military Services and the DoD; or

   (3) May benefit Military Service recruiting and retention programs.

6. In accordance with Section 1257 of Public Law 117-263, the DoD will not provide production assistance when there is demonstrable evidence that the production has complied or is likely to comply with a demand from the Government of the People's Republic of China, the Chinese Communist Party, or an entity under the direction of the People's Republic of China or the Chinese Communist Party to censor the content of the project in a material manner to advance the national interest of the People's Republic of China.

7. DoD assistance to an entertainment-oriented media production will not deviate from established DoD safety and environmental standards, nor will it impair the operational readiness of the Military Services. Diversion of equipment, personnel, and material resources will be kept to a minimum.

8. The production company will reimburse the Government for any additional expenses incurred as a result of DoD assistance rendered in accordance with the procedures in DoD Instruction 5410.16.

9. Official activities of Service personnel in assisting the production; use of official DoD property, facilities, and material; and employment of Service members in an off-duty, non-official status will be in accordance with the procedures in DoD Instruction 5410.16.

10. Footage shot with DoD assistance and official DoD footage released for a specific production will not be reused for or sold to other productions without DoD approval.

11. Additional forms may be obtained on the Internet at https://www.esd.whs.mil/Directives/forms/. If you have questions regarding the information required on this form, please contact the Directorate of Community Engagement in the Office of the Assistant to the Secretary of Defense for Public Affairs at osd.pentagon.pa.mbx.ce-public-inquiries@mail.mil.

SUBMIT COMPLETED REQUEST FORM TO:
Contact the appropriate Military Service or National Guard Bureau office listed below to submit completed form. Confirmation will be provided upon receipt and a project officer will be assigned to review and provide a status update.

ARMY
U.S. Army Office of the Chief of Public Affairs, Western Region
6230 Van Nuys Boulevard, Suite 2001
Van Nuys, California 91401-2724
Phone: (310) 279-8342

MARINE CORPS
Entertainment Media Liaison Office
Building 2264
Camp Pendleton, CA 92055
Phone: (703) 859-5355

NAVY
Navy Office of Information - West
11000 Wilshire Boulevard, Suite 540
Los Angeles CA 90024
Phone: (310) 235-7481

AIR FORCE AND SPACE FORCE
ATTN: U.S. Air Force & Space Force Entertainment Liaison Office
C/O: Los Angeles Space Force Base
483 N. Aviation Boulevard, Building 270, Room A1-211
El Segundo, CA 90245
Phone: (310) 235-7511

NATIONAL GUARD BUREAU
National Guard Bureau Public Affairs
111 S. George Mason Drive
Arlington, VA 22204
Phone: (703) 601-6751