TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

DINFOS BMCSC-USN

BASIC MASS COMMUNICATION SPECIALIST COURSE
UNITED STATES NAVY

Approved by:

29 SEP 2010

Commandant Defense Information School
Supersedes TPI dated 4 April 2008

BASIC MASS COMMUNICATIONS SPECIALIST COURSE-UNITED STATES NAVY

TRAINING PROGRAM OF INSTRUCTION

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DEPARTMENT OF DEFENSE
Defense Information School
6500 Mapes Road
Fort George G. Meade, MD 20755-5620

3 March 2011

MEMORANDUM FOR DINFOS COMMANDANT

SUBJECT: Summary of changes to Basic Mass Communication specialist Course (BMCSC)

Below is a summary of changes to the current TPI for BMCSC. This request is based on decisions made at the Basic Public Affairs Specialist Course (BPASC) TTSB, held 7-8 June 2010. The changes listed below prompted the creation of a new TPI for BPASC. However the changes affect only the first functional area of BMCSC and will be implemented beginning 21 March 2011.

- Unit 1, *Newswriting,* was renamed *News Writing Fundamentals.*
- Training tasks for unit 001were changed as follows:
  - The tasks *write an internal news story* and *write an external news story* were combined *into write a news story* (001-001-004).
  - *Performance exam (news 6)* changed to *Performance Exam (news 5).*
  - TPFNs were adjusted accordingly (see enclosed BPASC TPI).
- Units *Public Affairs Fundamentals (002), Media Relations (003),* and *Operational Public Affairs (004)* were combined as Unit 002 named *Public Affairs Fundamentals* which was restructured as follows:
  - The tasks *explain various aspects of internal information (001-002-002) and explain internal information objectives in theater (001-004-009)* were combined as *explain various aspects of internal information (001-002-002).*
  - Deleted the task *explain the role of the commander-in-chief, the various service secretaries, and the Joint Chiefs of Staff (001-004-001)*
  - Moved *write an accident/incident story from 001-004-013 to 001-002-014*
  - Reworded *respond to on-camera interview (001-003-005)* to read *respond to on-camera interview questions (001-002-014).*
  - TPFNs were adjusted accordingly (see enclosed BPASC TPI).

- Moved unit 006 *Photojournalism* to unit 003 with the following changes:
    - Renamed and moved *performance exam (ADCAM exercise),* TPFN 001-006-012, to read *performance exam (ADCAM photo),* TPFN 001-003-016.
    - Deleted the task *written exam (ADCAM quiz)*, (TPFN 001-006-013).
    - Added the task *written exam (CAMTECH)*, (TPFN 001-003-009).
    - Renamed and resequenced the task *performance exam (VISCOM photo),* (TPFN 001-006-018) as *performance exam (CAMTECH),* (TPFN 001-003-010).
    - Renamed and resequenced the task *performance exam (image editing exercise),* (TPFN 001-006-009) as *performance exam (image-editing),* (TPFN 001-003-005).
    - Renamed and resequenced the task w*ritten exam (flash quiz),* (TPFN 001-006-015) as *written exam (flash),* (TPFN 001-003-012).
    - Renamed and resequenced the task *performance exam (flash quiz),* (TPFN 001-006-015) as *written exam (flash),* (TPFN 001-003-012).
    - TPFNs were adjusted accordingly (see enclosed BPASC TPI).
- Renamed unit 005 *Feature Writing* as *Feature Writing Fundamentals* and moved to unit 004 with the following changes:
    - Deleted *performance exam (features 4),* TPFN 001-005-002.
    - TPFNs were adjusted accordingly (see enclosure)
- Renamed unit 007 *Layout and Design Fundamentals* as *Design and Desktop Publishing Fundamentals* and moved to unit 005 with the following changes.
    - Deleted *performance exam (final product),* (TPFN 001-007-006).
    - TPFNs were adjusted accordingly (see enclosed BPASC TPI).
- Unit 009 *Administration* renumbered as unit 007 as a result of above changes.

Course Impact: These changes have no impact on the resources or length of the course. Instructional hours of combined/deleted tasks have been reallocated. The above changes in tasks, sequencing, and allocation of instructional hours for FA1 are indicated on the enclosed BPASC TPI.

POC for this action is Mrs. Mary O'Shea, Course Developer, DINFOS, 301-677-2038, mary.oshea@dinfos.dma.mil.

Mary O'Shea

Mary O'Shea
Course Developer
Visual Communications Department

1st Endorsement, CG

GARY L. KECK
Colonel, U.S. Army
Commandant

TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-BMCSC-USN

TITLE: Basic Mass Communication Specialist Course-United States Navy

TRAINING LOCATION: Defense Information School, Fort Meade, MD

SPECIALTY AWARDED: USN Basic Mass Communication Specialist

PURPOSE: To produce a basic mass communications specialist 'A-School' graduate able to write stories, shoot story-telling pictures and video, and deliver that information in multiple formats to multiple customers from anywhere in the world.

TRAINING METHODOLOGY: BMCSC-USN is a resident program consisting of over 22 weeks of daily instruction. The course is an instructor-led program with strict deadlines and graded activities. Students will attend lectures and demonstrations and participate in practical exercises and performance based projects. Each functional area of instruction will incorporate its own series of written and/or performance examinations. The course will culminate in a simulated field training exercise where the student will apply the skills s/he has learned.

COURSE DESCRIPTION: The first functional area of the course is comprised of the Basic Public Affairs Specialist Course, where a student is prepared as a public affairs specialist to perform skills as a mass communication writer/military journalist (supervised). The successful student can interact with command, community and media, and prepare and release information to report news and command information in accordance with applicable directives. This apprentice has studied and practiced theory, concepts, and the principles of public affairs and community relations. The student studies the fundamentals of news/feature writing and print journalism, including research, photojournalism, and newspaper layout and design.

The second functional area of this course focuses on Still Photography and provides instruction in theory and hands on applications for documenting and communicating DoD themes and messages through still photography. Students are instructed in digital photographic techniques, and the documentary and photojournalistic applications.

The third functional area, Video Fundamentals, provides the knowledge and skills necessary to create supporting video documentation of training and operations, public affairs, joint operations, and studio missions. The scope of training includes the components and operation of video camera equipment, non-linear audio and video editing systems, lighting fundamentals, scriptwriting and storytelling, and a working knowledge of audio and video applications for television and studio operations.

Functional area four, the multimedia portion of the course, provides students with instruction in fundamentals and use of vector based graphic design software, multimedia authoring (digitized audio and video), web page design and animation software, and application of desktop publishing software for printed output.

In functional area five, Print Production, students are provided training to develop the basic skills and technical knowledge to manage print workflow, prepare hard copy and digital documents for hard copy output, and to operate bindery equipment, digital duplicating equipment, and digital production equipment, including the color management process for RIP-based printing.

All the knowledge, skills, and abilities the student has developed through this course of instruction culminate in functional area six, which consists of a final Field Training Exercise where the student performs all tasks learned in a simulated field environment.

PREREQUISITES:

Service	Enlisted
USN	ASVAB: VE + AR = 109 US Citizen E-1 through E-5 Remaining enlistment: 5 years
International:	Not eligible for BMCSC-USN
Interagency:	Students pay-grade, duty position description, and selection in accordance with specific agency guidance, policy and procedures.

SECURITY CLEARANCE: Must be eligible to obtain a SECRET clearance.

CLASS SIZE:

MAXIMUM 24

MINIMUM 12

COURSE CAP 168

COURSE LENGTH: 117 days

ACADEMIC HOURS: 930 hrs

ADMINISTRATIVE HOURS: 25 hrs

TOTAL COURSE HOURS: 955 hrs

TYPE/METHOD OF INSTRUCTION:

Type/Method	Hours
Lecture (L)	163.5 Hours
Demonstration (D)	99 Hours
Performance Exercise (PE)	362 Hours
Written Exams (EW)	14 Hours
Performance Examination (EP)	291.5 Hours
Administrative Hours (AD)	25 Hours

TRAINING START DATE: November 2010

ENVIRONMENTAL IMPACT: None. DOD policy was followed to assess the environmental impact.

MANPOWER: The Inter-service Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) for participating courses contains this information.

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Directorate of Training, Visual Communications Department (DINFOS/DOT-VCOMM): 301-677-2038; DSN 622 – 2038.

REFERENCES: Available in the last section of this TPI.

INSTRUCTOR/STUDENT RATIO: 1:12 Lecture; 1:12 Written Exam, 1:8 Demonstration; 1:6 Practice Exercise; 1:6 Performance Exercise; unless otherwise indicated.

SAFETY FACTORS: Routine, unless otherwise indicated.

DEPARTMENT OF DEFENSE
Defense Information School
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MEMORANDUM FOR RECORD

SUBJECT: COURSEWARE TRAINING PROGRAM FILE NUMBER (TPFN) CROSS REFERENCE

The Basic Mass Communicator Specialist Course (BMCSC) incorporates another DINFOS course. The Basic Public Affairs Specialist Course (BPASC) is functional area one in the BMCSC course. BPASC is a validated and accredited course.

The lesson plans, measurement plan, student aids and other subsequent courseware documents used in the BMCSC course will remain the same as in the accredited host course. To reduce paperwork, host course courseware used in the BMCSC will retain the accredited host TPFN's.

Appendix A, located at the end of this training program of instruction is the cross reference list between the host course TPFN and the BMCSC TPFN.

POC for this action is DINFOS Provost.

FUNCTIONAL AREA 1

BASIC PUBLIC AFFAIRS SPECIALIST

TPFN: DINFOS-BMCSC-USN-001-

TERMINAL TRAINING OUTCOME: Functional area one is the Basic Public Affairs Specialist Course (DINFOS- BPASC), a validated and accredited course of instruction. The student completing this functional area will have acquired all the necessary knowledge and skills to perform as a supervised military journalist. This apprentice has studied and practiced theory, concepts and principles of public affairs, media relations and community relations. Upon completion the student will have applied various research methods and fundamentals of print journalism to include acceptable media English as it applies to news writing with emphasis on style, format and techniques, and practiced basic operation of the digital camera and photojournalism skills. This graduate has successfully written newspaper leads, headlines, news and feature stories, and practiced newspaper layout and design. Students must earn an aggregate score of at least 70 percent to successfully complete each unit in this functional area.

UNITS:

001 Newswriting

TASKS: What Makes News?
001 Explain how news is defined and evaluated
002 Written exam (definition & evaluation of news)

TASKS: Writing for an Internal Audience
003 Apply English skills
004 Write an internal news story
005 Performance exam (leads 2)
006 Performance exam (news 6)

TASKS: Writing for an External Audience
007 Write an external news story
008 Performance exam (leads 5)
009 Performance exam (news 3)

TASKS: Writing Headlines
010 Write a headline

002 Public Affairs Fundamentals

TASKS: Introduction to Military Public Affairs
001 Identify public affairs concepts and processes

TASKS: Internal Information
002 Explain various aspects of internal information

TASKS: Community Relations
003 Explain various aspects of community relations
004 Written exam (PA1)

TASKS: Communication Law
005 Identify communication laws that impact public affairs

TASKS: Ethics
006 Explain the role ethics plays in public affairs
007 Explain guidelines for the release of information
008 Written exam (PA2)

003 Media Relations

TASKS: Media Escort and Interaction
001 Escort the media

TASKS: Managing Media Relations
002 Explain the various aspects of media relations
003 Written exam (PA3)

TASKS: Media Techniques
004 Respond to media query
005 Respond to on-camera interview

004 Operational Public Affairs

TASKS: Joint Service Operations
001 Explain the role of the Commander-in-Chief, the various Service Secretaries and the Joint Chiefs of Staff
002 Explain how the unified command structure and its operational mission support U.S. national security goals
003 Define selected joint operational and public affairs terms
004 Explain a joint information bureau's major responsibilities/structure

TASKS: Public Affairs Overseas
005 Describe host nation sensitivities and how these factors can affect the public affairs mission
006 Written exam (PA 4)

TASKS: Wartime Roles and Missions
007 Identify the Department of Defense's principles for media coverage
008 Describe the guidelines for arranging media pools and embedded media
009 Explain internal information objectives in theater
010 Explain how public affairs interacts with civil affairs in theater of operations
011 Explain how public affairs interacts with information operations in theater of operations
012 Perform as a public affairs specialist during a field training exercise
013 Write an accident/incident story

005 Feature Writing

TASKS: Introduction to Feature Writing

001 Practice feature writing principles
002 Performance exam (Features 4)

TASKS: News Features

003 Write a basic news feature

TASKS: Human-Interest Features

004 Write a human interest feature

TASKS: Personality Features

005 Write a personality feature

006 Photojournalism

TASKS: Photojournalism Techniques

001 Apply electronic imaging ethics
002 Label photos using a VIRIN
003 Write cutlines
004 Perform digital camera operations
005 Perform flash photography
006 Shoot photos using visual communication techniques
007 Written exam (basic composition)
008 Written exam (camera operations)
009 Performance exam (image editing exercise)
010 Written exam (image-editing software)
011 Written exam (ethics)
012 Performance exam (ADCAM exercise)
013 Written exam (ADCAM quiz)
014 Written exam (flash quiz)
015 Performance exam (flash photo)
016 Performance exam (protocol photo)
017 Written exam (final)
018 Performance exam (VISCOM photo)
019 Performance exam (feature photo)
020 Performance exam (uncontrolled action)

007 Layout and Design Fundamentals

TASKS: Design and Desktop Publishing Principles

001 Produce an internal product
002 Performance exam (inside news page)
003 Performance exam (inside feature page)
004 Performance exam (front page)
005 Performance exam (picture page)
006 Performance exam (final product)

008 Introduction to Navy Public Affairs (USN)

TASKS: Introduction to Navy Public Affairs (USN)

001 Explain the mission of the U.S. Navy
002 Identify the principal parts of the Navy
003 Identify fleet, type and major regional commands
004 Explain the primary role of public affairs in the Navy's mission
005 Identify Navy public affairs chain of command and its responsibilities
006 Identify the career specialty classifications, of Navy Mass Communication Specialist
007 Identify the two primary MC rating career paths and associated intermediate or advanced training

TASKS: Chief of Information (CHINFO) and Field Activities (USN)

008 Identify CHINFO organization and role of CHINFO
009 Identify the CHINFO field activities
010 Explain the role of the Fleet Public Affairs Centers
011 Explain the role of the Navy Community Outreach (NAVCO)
012 Explain the role of Combat Camera
013 Identify Naval Media Center components, products and production standards
014 Explain conditions, consideration authority, and chains of command for public release of information

TASKS: MC Roles and Relationships

015 Identify organization of MC shore duty assignments, such as NRDs, regions, TYCOMS, broadcast detachments, etc.
016 Identify functions of an MC
017 Identify rating duties and responsibilities of an MC
018 Identify Navy sea duty / expeditionary assignments (CVN, LHA, FLTPACEN, SEABEES, etc.)

TASKS: Shipboard Public Affairs (USN)

019 Identify functions and components of shipboard-specific publications – family-grams, port guides, shipboard newspapers and welcome aboard brochures
020 Explain public affairs roles during port visits, both foreign and domestic
021 Explain two types of in-port tours – general visiting and VIP ship visits – and purpose of each
022 Explain purpose, uses, and operations of SITE system
023 Explain purpose and structure of Navy planning notices (5050)
024 Explain purpose and components of public affairs guidance (PAG)

TASKS: Navy PA Writing (USN)

025 Identify news articles unique to Navy public affairs
026 Write a man overboard story for release

TASKS: Electronic Resources Familiarization (USN)

027 Open in a Web browser current and relevant public affairs applicable Navy and DoD Internet sites
028 Explain how to submit a story to Navy Newsstand
029 Explain how to submit a photo to Navy Visual News Service

TASKS: Navy Specific Examination

030 Measurement and feedback (Written Exam)
031 In-Box exercise

009 Administration

TASKS: Course Opening

001 Course Opening
002 English Diagnostic Test
003 DINFOS in-processing
004 Command group welcome
005 Receive course orientation (faculty counseling)

TASKS: Functional Area Closing

006 Functional Area Closing
007 Mid-course survey

TOTAL TPFN TIME: 437 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

118.5 L (1:12)
29.5 D (1:12)
84.5 PE (1:12)
182.5 EP (1:12)
12 EW (1:24)
10 AD (1:24)

FUNCTIONAL AREA 2

PHOTOGRAPHY

TPFN: DINFOS-BMCSC-USN-002-

TERMINAL TRAINING OUTCOME: Students learn how to use still photography to document and communicate themes and messages by expanding on the knowledge, skills and abilities taught in the photojournalism unit of functional area one. This area emphasizes the importance of Material Safety Data Sheets and environmental protection standards as applicable to the Visual Information career field. Students learn digital photography techniques including composition, shutter speed techniques for exposure and effect, and aperture. Other features taught include light characteristics, properties of light, the visible portion of the electromagnetic spectrum as it relates to vision and its affect on digital color photography, as well as additive and subtractive color theories and their application to digital color photography. Students receive hands-on training in the use of scanning hardware and software, image editing software, and various methods for electronic image transmission while maintaining prescribed accessioning standards for captioning and archival. The use of image editing software is reinforced with extensive practice sessions in image enhancement for contrast/brightness, color correction, resizing, and saving digital images in appropriate file formats. This functional area covers how to photograph awards and presentations using simulated ceremonies, and photographing training activities and exercises. Further instruction is given in the procedures for legal/criminal investigative photography, including accidents, as well as aircraft/ground mishaps and the considerations for medical and intelligence photography. Students research, shoot, and layout a picture story, incorporating photographic techniques in both controlled and uncontrolled settings. A minimum passing score of 70 percent is required on all examinations before progressing to the next functional area.

UNITS:

001 Safety

001 Identify regulatory requirements and standards
002 Apply safety precautions to be followed when working with chemical, electrical, mechanical, and physical hazards

002 Visual Information (VI) Laboratory Administration

001 Prepare and use a VI work order request
002 Identify regulations, directives and instructions concerning VI within the DOD
003 Identify proper customer interaction procedures
004 Define fundamentals of image/data transmission
005 Identify each stage in the life cycle of a visual information product

003 Security

001 Identify physical security procedures
002 Identify the correct area of application of Operations Security (OPSEC)
003 Identify the correct procedures for marking and distributing classified material and handling sensitive items
004 Describe the key elements of communications security

004 Captions

001 Prepare captions for release

005 Image Editing Software

001 Identify tools and techniques of image editing software
002 Define compressed/non-compressed file formats
003 Capture, download, manage and caption imagery
004 Perform image enhancement and manipulation using various selection tools on captured imagery

006 Color Theory

001 Explain the theory of light and color
002 Perform proper white balancing procedures with a digital camera

007 Awards and Presentations

001 Shoot and produce awards, presentations and group photographs

008 Investigative and Documentary Photography

001 Produce technical photos for Material Deficiency Reports (MDR) using macro lens and ring light flash
002 Photograph legal and criminal investigations
003 Photograph training activities
004 Explain procedures for photographing aircraft/ground mishap
005 Identify procedures to be considered when performing medical and intelligence photography
006 Measurement and Feedback (written exam)

009 Photographic Storytelling

001 Camera familiarization
002 Shoot and produce photographs and accompanying captions of controlled and uncontrolled action
003 Identify procedures to coordinate and research mission requirements
004 Develop story idea pictorially with a shooting script
005 Photograph environmental portrait or personality photograph to support photo story
006 Use layout software to assemble photographs and cutlines as a story presentation
007 Camera Gear Issue/Turn In
008 Course critique

010 Multiple Flash and Controlled Lighting Techniques

001 Identify fundamentals of interpersonal communications
002 Use multiple flash lighting techniques in a controlled setting
003 Shoot formal military photographs

TOTAL TPFN TIME: 171 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

19 L (1:12)
16.5 D (1:8)
104.5 PE (1:8)
26 EP (1:12)
2 EW (1:12)
3 AD (1.12)

FUNCTIONAL AREA 3
VIDEO FUNDAMENTALS

TPFN: DINFOS-BMCSC-USN-003-

TERMINAL TRAINING OUTCOME: In Video Fundamentals, emphasis is placed on providing training in the knowledge and skills needed to perform the duties required for visual information production. Training includes the components and operation of a video camera, visual composition, shot sequence, field of view, shooting strategies, and audio and lighting techniques to shoot video of controlled and uncontrolled action. Additional training is provided in non-linear editing system components, workflow, and the use of computer software for audio and video editing. Students complete various practice and performance exercises including: script-writing, the principles of framing and composition, camera placement, visualization, and shooting video which culminate in the production of a video story. A minimum passing score of 70 percent is required on all examinations before progressing to the next functional area.

UNIT:

001 Video Documentation

001 Shoot video of controlled and uncontrolled action
002 Edit video of controlled and uncontrolled action
003 Write a news script
004 Produce a video story
005 Equipment Issue/Turn In
006 Mid-course Survey

TOTAL TPFN TIME: 120 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

21 L (1:12)
26 D (1:8)
36 PE (1:8)
32 EP (1:8)
5 AD (1.12)

FUNCTIONAL AREA 4

MULTIMEDIA

TPFN: DINFOS-BMCSC-USN-004-

TERMINAL TRAINING OUTCOME: The Multimedia portion of the mass communicator course provides students with instruction in the fundamentals and use of vector based software, multimedia authoring, web page design and animation software, and desktop publishing software. Through demonstration and performance exercises, students learn basic computer illustration and the application of vector based graphics to create an illustration project utilizing basic layout and design fundamentals as well as digital color theory. This functional area also explores design concepts for the World Wide Web (WWW) while applying fundamentals of web-based typography, image file formats and sizes, hexadecimal color, frames, cascading style sheets, tables, and site interactivity. Emphasis is placed on the understanding of browser constraints, hypertext markup language (HTML), site planning, and site structure, as well as image/data transmission and protocols such as FTP and FFT. Students learn about and practice using multimedia authoring and animation software, recordable media, and internal / external archived images to create a final interactive multimedia project. Students use desktop publishing software to prepare a multiple page publication, employing digital pre-press techniques for RIP-based printing, including color management to ensure consistent color throughout the digital print production process. A minimum passing score of 70 percent is required on all examinations before progressing to the next functional area.

UNITS:

001 Vector-Based Graphic Design

001 Apply basic vector-base graphic design techniques
002 Use a color printer and large format printer

002 Web Page and the Internet

001 Create a Web site with web page design software

003 Multimedia-Authoring Software

001 Produce an interactive multimedia project

004 Desktop Publishing

001 Perform desktop publishing operations

TOTAL TPFN TIME: 88 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

4 L (1:12)
10 D (1:8)
65 PE (1:8)
9 EP (1:12)

FUNCTIONAL AREA 5
PRINT PRODUCTION

TPFN: DINFOS-BMCSC-USN-005

TERMINAL TRAINING OUTCOME: In the Print Production portion of the course, students develop the basic skills and technical knowledge to operate digital duplicating equipment, digital production equipment, and finishing operations using in-line and traditional bindery equipment, as well as the color management principles and procedures for RIP-based printing. Through demonstration and practical exercises, students learn each phase of the digital printing process, including choosing papers, color matching, managing the phases of the production workflow, digital scanning and digital corrections to existing documents. Students learn the technical fundamentals of producing professional-looking print publications, and using various practice and performance exercises, apply their knowledge of all aspects of digital print production and bindery equipment to produce high-quality digital print products using both the digital duplicator and digital color press. Students produce various printed materials in practice and performance exercises to produce printed material such as posters, brochures, multiple-page publications, and printed matter for official ceremonies. A minimum passing score of 70 percent is required on all examinations before progressing to the next functional area.

UNITS:

001 Bindery Equipment Operations

001 Operate bindery equipment
002 Replace bindery equipment consumables

002 Digital Duplicating Operations

001 Produce printed product using a digital duplicator

003 Digital Production Equipment

001 Produce a layout using electronic production equipment
002 Produce a printed product using digital production equipment

TOTAL TPFN TIME: 80 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

10 D (1:4)
66 PE (1:4)
4 EP (1:6)

FUNCTIONAL AREA 6

FIELD TRAINING EXERCISE

TPFN: DINFOS-BMCSC-USN-006-

TERMINAL TRAINING OUTCOME: In a simulated combat environment, students will use both still and motion media techniques and the principles of combat documentation and tactical field operations to document military scenarios, as well as script, shoot and edit a complete news package story under field conditions. They will utilize proper captions, VIRINs, file management and digital output devices. Students apply digital multimedia design fundamentals as they create a website using multimedia software, and upload captured imagery, video, presentations and news stories to the website. Students will simulate transmission of captured imagery to DIMOC, using proper captioning, compression techniques and file formats. A daily activities review will be conducted at the conclusion of each day; students will discuss lessons learned and apply these lessons to the next day's activities of the FTX. This functional area is 52 hours long conducted in four class days. A minimum passing score of 70 percent is required on all examinations to successfully complete this functional area.

UNITS:

001 Field Training Exercise

001 Perform operations to document a mission/operation and transmit and upload imagery in a simulated combat environment

TOTAL TPFN TIME: 52 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

1 L (1:12)
7 D (1:4)
6 PE (1:4)
38 EP (1:4)

FUNCTIONAL AREA 7

ADMINISTRATION

TPFN: DINFOS-BMCSC-USN-007-

UNITS:

001 Administration

001 End of course survey
002 Out-processing
003 Graduation rehearsal
004 Graduation

TOTAL TPFN TIME: 7 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:
7 AD (1:12)

Appendix A - Cross reference Courseware TPFN Host to Courseware TPFN-BMCSC-USN

The Basic Mass Communication Specialist Course contains an independent Defense Information School accredited course as well as additional areas of instruction. The following table contains the Training Program File Number cross reference between the Basic Public Affairs Specialist Course and the Basic Mass Communication Specialist Course. This appendix is for reviewing agencies inside and outside the Defense Information School to cross-reference the training tasks for all related courseware.

Basic Mass Comm. Specialist Course DINFOS-BMCSC-USN BMCSC TPFN	**Basic Public Affairs Writers Course DINFOS-BPAS-C Host Course TPFN**	**Task**
DINFOS-BMCSC-USN-FA1 BPAS-C		
DINFOS-BMCSC-USN (Unit 1) Newswriting	**DINFOS-BPAS- C- (FA1) Newswriting**	
001-001-001	001-001-001	Explain how news is defined and evaluated
001-001-002	001-001-002	Written Exam (definition & evaluation of news)
001-001-003	001-002-001	Apply English skills
001-001-004	001-002-002	Write an internal news story
001-001-005	001-002-003	Performance exam (leads 2)
001-001-006	001-002-004	Performance exam (news 6)
001-001-007	001-003-001	Write an external news story
001-001-008	001-003-002	Performance exam (leads 5)
001-001-009	001-003-003	Performance exam (news 3)
001-001-010	001-004-001	Write a headline
DINFOS-BMCSC-USN (Unit 2) PA Fundamentals	**DINFOS-BPAS-C- (FA2) PA Fundamentals**	
001-002-001	002-001-001	Identify public affairs concepts and processes
001-002-002	002-002-001	Explain various aspects of internal information
001-002-003	002-003-001	Explain various aspects of community relations
001-002-004	002-003-002	Written exam (PA 1)
001-002-005	002-004-001	Identify communication laws that impact PA
001-002-006	002-005-001	Explain the role ethics plays in public affairs
001-002-007	002-006-001	Explain guidelines for the release of information
001-002-008	002-006-002	Written exam (PA 2)
DINFOS-BMCSC-USN (Unit 3) Media Relations	**DINFOS-BPAS-C- (FA3) Media Relations**	
001-003-001	003-001-001	Escort the media
001-003-002	003-002-001	Explain the various aspects of media relations
001-003-003	003-002-002	Written exam (PA 3)
001-003-004	003-003-001	Respond to media query
001-003-005	003-003-002	Respond to on-camera interview

Appendix A - Cross reference Courseware TPFN Host to Courseware TPFN-BMCSC-USN

DINFOS-BMCSC-USN (Unit 4) Operational PA	**DINFOS-BPAS-C-(FA4) Operational Public Affairs**	
001-004-001	004-001-001	Explain the role of the Commander-in-Chief, the various Service Secretaries and the Joint Chiefs of Staff
001-004-002	004-001-002	Explain how the unified command structure and its operational mission support U.S. national security goals
001-004-003	004-001-003	Define selected joint operational and public affairs terms
001-004-004	004-001-004	Explain a joint information bureau's major responsibilities/structure
001-004-005	004-002-001	Describe host nation sensitivities and how these factors can affect the public affairs mission
001-004-006	004-002-002	Written exam (PA 4)
001-004-007	004-003-001	Identify the DOD principles for media coverage
001-004-008	004-003-002	Describe the guidelines for arranging media pools and embedded media
001-004-009	004-003-003	Explain internal information objectives in theater
001-004-010	004-003-004	Explain how public affairs interacts with civil affairs in theater of operations
001-004-011	004-003-005	Explain how public affairs interacts with information operations in theater of operations
001-004-012	004-003-006	Perform as a public affairs specialist during a field training exercise
001-004-013	001-003-004	Write an accident/incident story
DINFOS-BMCSC-USN (Unit 5) Feature Writing	**DINFOS-BPAS-C (FA5) Feature Writing**	
001-005-001	005-001-001	Practice feature writing principles
001-005-002	005-001-002	Performance exam (features 4)
001-005-003	005-002-001	Write a basic news feature
001-005-004	005-003-001	Write a human interest feature
001-005-005	005-004-001	Write a personality feature
DINFOS-BMCSC-USN (Unit 6) Photojournalism	**DINFOS-BPAS-C (FA6) Photojournalism**	
001-006-001	006-001-001	Apply electronic imaging ethics
001-006-002	006-001-002	Label photos using a VIRIN
001-006-003	006-001-003	Write cutlines
001-006-004	006-001-004	Perform digital camera operations
001-006-005	006-001-005	Perform flash photography
001-006-006	006-001-006	Shoot photos using visual communication techniques
001-006-007	006-001-007	Written exam (basic composition)
001-006-008	006-001-008	Written exam (camera operations)
001-006-009	006-001-009	Performance exam (image editing exercise)
001-006-010	006-001-010	Written exam (image-editing software)
001-006-011	006-001-011	Written exam (ethics)
001-006-012	006-001-012	Performance exam (ADCAM exercise)
001-006-013	006-001-013	Written exam (ADCAM quiz)
001-006-014	006-001-014	Written exam (flash quiz)

Appendix A - Cross reference Courseware TPFN Host to Courseware TPFN-BMCSC-USN

001-006-015	006-001-015	Performance exam (flash photo)
001-006-016	006-001-016	Performance exam (protocol photo)
001-006-017	006-001-017	Written exam (final)
001-006-018	006-001-018	Performance exam (VISCOM photo)
001-006-019	006-001-019	Performance exam (feature photo)
001-006-020	006-001-020	Performance exam (uncontrolled action)
DINFOS-BMCSC-USN (Unit 7) Layout and Design Fundamentals	**DINFOS-BPAS-C (FA7) Layout and Design Fundamentals**	
001-007-001	007-001-001	Produce an internal product
001-007-002	007-001-002	Performance exam (inside news page)
001-007-003	007-001-003	Performance exam (inside feature page)
001-007-004	007-001-004	Performance exam (front page)
001-007-005	007-001-005	Performance exam (picture page)
001-007-006	007-001-006	Performance exam (final product)
DINFOS-BMSCS-USN (Unit 8) US Navy Specific	**DINFOS-BPAS-C (FA8) Service Specific**	All Navy Specific Tasks
001-008-030	008-001-002	Written exam
001-008-031	008-001-003	In-Box Exercise

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