

TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

DINFOS - VIM

VISUAL INFORMATION MANAGEMENT COURSE



Approved by:

Commandant Defense Information School
Supersedes TPI Dated: July 2009



**VISUAL INFORMATION MANAGEMENT COURSE
TRAINING PROGRAM OF INSTRUCTION (TPI)**

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TRAINING PROGRAM OF INSTRUCTION

Preface

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

TITLE: VISUAL INFORMATION MANAGEMENT COURSE

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: None

PURPOSE: This course provides professional development in the knowledge and skills needed to perform the duties of visual information management.

TRAINING METHODOLOGY: This course is offered in resident only.

COURSE DESCRIPTION: The Visual Information Management Course provides in-depth training in the duties required to manage visual information operations. Students apply doctrine and policy during seminars and practical exercises to the management of VI operations. Subjects covered are: overview of VI within the Department of Defense including policy, doctrine and ethics; VI production process, the budgeting process and VI support for contingencies, joint operations, information operations, and combat camera operations.

SERVICE PREREQUISITES:

Service	Prerequisites:	Notes:
USA		
Enlisted	E-7 through E-9	25Z
Officer	0-2 through 0-4	
Civilian	GS-09 through GS-13	(10XX series)
USAF		
Enlisted	E-6 through E-9	3N0XX
Officer	0-1 through 0-4	35XX
Civilian	GS-09 through GS-13	(10XX Series)
USN		
Enlisted	E-5 through E-8	MC
Officer	0-1 through 0-3	165X
Civilian	GS-09 through GS-13	(10XX series)
USMC		
Enlisted	E-5 through E-9	46XX
Warren Officer	W-1 through W-2	4602
Civilian	GS-7 through GS-13	

USCG		
Enlisted	E-5 through E-9	PA
Warrant Officer	W-2 through W-4	
Officer	0-1 through 0-4	
Civilian	GS-09 through GS-14	

COURSE PREREQUISITES:

Services: N/A

International: International students attending this course will be from the defense ministries of nations operating within the SATFA framework. Students must have an English Comprehension Level (ECL) of 75 and be in VI/PA/Communications career field.

Interagency: Interagency students must be GS-09 to GS-14 civilians in one of the following career services: 1035, 1060, 1071, or 1084.

CLASS SIZE:

MAXIMUM: 24

MINIMUM: 12

COURSE LENGTH:

10 Training Days

ACADEMIC HOURS: 69 Hours

ADMINISTRATIVE HOURS: 7 Hours

TOTAL COURSE HOURS: 76 Hours

TYPE/METHOD OF INSTRUCTION:

- | | |
|------------------------------|--------|
| 1. Lecture (L) | 36 hrs |
| 2. Guest Lecture (GL) | 04 hrs |
| 3. Performance Exercise (PE) | 19 hrs |
| 4. Field Trip (FT) | 08 hrs |
| 5. Written Examination (EW) | 02 hrs |
| 6. Administrative Hours (AD) | 07 hrs |

COURSE MEASUREMENT PLAN: Located in the Course Training Standard

TRAINING START DATE: October 15, 2012

ENVIRONMENTAL IMPACT: No environmental impact

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

EQUIPMENT AND FACILITIES: Refer to the Course Design Resource Estimate (CDRE).

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Office of the Provost, Fort George G. Meade, MD 20755

REFERENCES: Located in the last page of this TPI.

SAFETY FACTORS: ROUTINE

POC: Course Development Department DINFOSDOTCourseDeveloper@DINFOS.DMA.mil,
CD's phone number

FUNCTIONAL AREA 1
INTRODUCTION TO JOINT VI ENTERPRISE

TRAINING OUTCOMES:

UNIT 001 - VI DOCTRINE AND REGULATIONS: Students will participate in discussions concerning the role of visual information within the Department of Defense, gaining a greater understanding of the Visual Information manager's responsibilities for supporting Commanders' intent in accordance with DOD and Service directives, regulations and instructions. Students will learn about VI organizational structure, the effects of new/changing roles, and employment in joint operations, as well as technological advances in documentation and transmission of imagery.

UNIT 002 - VI RESOURCE MANAGEMENT: Students will receive information about deployment of VI assets both national and multinational. Students will discuss VI support past and present through real world examples. Students will receive instruction regarding the budget process and how budget requirements link with the unit mission statements and strategic goals.

UNIT 003 - ACCESSIONING AND COPYRIGHT: Students will discuss the responsibilities of managing the life cycle and proper dissemination channels of imagery produced by DOD personnel as well as the role of the Defense Imagery Management Operations Center (DIMOC), Defense Visual Information (DVI) and accessioning points. During a field trip, students will explore the Defense Imagery Management Operations Center (DIMOC) mission, imagery accessioning, collection and dissemination to both internal and external customers. Students will also include DOD policy and compliance on image editing of official DOD imagery and imagery release policy. Students must score 70 percent or higher on the written exam to pass this functional area.

**FUNCTIONAL AREA 2
VI STRATEGIC PLANNING**

TRAINING OUTCOMES:

UNIT 001 - VI STRATEGIC PLANNING: Students will prepare and present their projects encompassing knowledge, techniques and skills gained in the entire course. Students will use information learned during the course to research and develop a point paper and a strategic plan targeted to increasing value of their current work center to the mission of their present unit and Service strategic goals. An instructor panel based on a pre-disseminated checklist will analyze projects/presentations presenting the results of their strategic report. Students must earn a score of 70 percent or higher to complete this functional area.

FUNCTIONAL AREA 3
SERVICE UNIQUE

TRAINING OUTCOMES:

UNIT 001 - SERVICE UNIQUE: Service representatives will brief students on current issues related to Visual Information / Public Affairs communities within each Service. Students will gain an understanding of each Service's operating strategies, operational support and way ahead for these communities. Students must participate in the discussions to a level that is satisfactory to the service specific instructor.

**FUNCTIONAL AREA 4
COURSE ADMINISTRATION**

TRAINING OUTCOMES:

UNIT 001 – COURSE ADMINISTRATION: During this time students records will be created, updated and archived. Students will receive a course orientation, complete surveys, perform individual out-processing, and practice and perform a formal graduation ceremony.

REFERENCES

Handbooks & Manuals

AFI 33-117, Multimedia Management
Air Force Instruction (AFI) 35-109, Visual Information
Army Pamphlet 25-91, Visual Information Procedures
Army Regulation (AR) 25-1, Army Knowledge Management & Information Technology
Army Regulation 735-5, Policies and Procedures for Property Accountability
Department of the Army Pamphlet 25-91, Visual Information Procedures
DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures
DoD 4120.24-M, DoD Standardization Program, Policies and Procedures
DoD 4160.21-M, Defense Reutilization and Marketing Manual
DOD 5040.6-M-1, Decision Logic Table Instructions for Recording and Handling Visual Information Material;
DoD 7000.14-R, Financial Management Regulation
DoD 7045.7-H, FYDP Program Structure
DoD Directive 7045.14, The Planning, Programming and Budgeting System
DoD Directive 7200.11, Liability for Government Property Lost, Damaged, or Destroyed
DoD Directive-Memorandum, Life Cycle Management of DoD VI attachments 1-4
DoD Instruction 4000.19, Interservice and Intragovernmental Support
DoD Instruction 7045.7, Implementation of the Planning, Programming, and Budgeting System
DoD Instruction 7200.10, Guidance for Accounting and Reporting of Government Property Lost, Damaged, or Destroyed
DoD Manual 7110.1M, Department of Defense Budget Guidance Manual
DoDD 3025.1, Military Support to Civil Authorities (MSCA)
DoDI 4161.2, Management, Control and Disposal of Government Property in the Possession of Contractors
DoDI 4715.3, Environmental Conservation Program
DODI 5040.02, Visual Information
DODI 5040.07, Visual Information Production Procedures
DODI 5230.29, Clearance of DoD Information for Public Release
FM 3-07.10 Multi-Service Tactics, Techniques and Procedures for Joint Combat Camera Operations
FM 6-02.40 Visual Information Operations
Joint Visual Information Concept of Operations, VI CONOPS
Marine Corps Combat Camera (COMCAM) Concept of Operations (ConOps)
Marine Corps Warfighting Publication 3.33.7
MCO 3104.1, Marine Corps Visual Information and Combat Camera Support Manual
MCO P7100.8, Field Budget procedures

NAVMC 3500.77A, COMBAT CAMERA (COMCAM) TRAINING AND READINESS (T&R) MANUAL

NTTP 3-61.2, Multi-Service Tactics, Techniques, and Procedures for Combat Camera Operations, May 2007

OMB Circular A-130, Management of Federal Information Resources

OPNAV Instruction 3104.3, Naval Combat Camera Program Policy, Responsibilities, and Procedures

OPNAV Instruction 3104.4, Naval VI Imagery Management Policies, Responsibilities, and Procedures

OPNAV Instruction 3104.5, Naval VI Production, Replication, Distribution, and Management Information System Policy, Responsibilities, and Procedures

OPNAVINST 3000.13C, Personnel Tempo of Operations Program, 16 Jan 2007 Functional Requirements Document for Digit

OPNAVINST 3104.1A, Navy Visual Information Program Policy and Responsibilities, 9 Oct 2009

OPNAVINST 3104.1B, Naval Visual Information and Combat Camera Program Policy and Responsibilities

OPNAVINST 3104.2, Naval VI Management Policy, Responsibilities, and Procedures

OPNAVINST 3501.320C, Required Operational Capabilities and Projected Operational Environment for Combat Camera Units

OPNAVINST 3501.387, Required Operational Capabilities and Projected Operational Environment for Navy Public Affairs Support Element

Public Law 754, Title 5, Federal Records Act of 1950

STP 11-25Z4-SM-TG, Soldiers Manual and Trainer's Guide MOS 25Z Visual Information Chief
US Copyright Act of 1976

Websites

DINFOS Course Catalog

http://www.dinfos.dma.mil/DinfosWeb/CourseInfo/course_catalog.aspx

Defense Logistics Agency <http://www.dispositionservices.dla.mil/>

Defense Media Activity. www.dma.mil

Defense Visual Information (DVI) Directorate. <http://dodimagery.afis.osd.mil>

Office of General Supplies and Services (GSS). <http://www.gsa.gov/portal/content/105143>

Television-Audio Support Activity (T-ASA). <http://tasa.dodmedia.osd.mil/main.html>

United States Copyright Office. www.copyright.gov