TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

DINFOS - BCC

BASIC COMBAT CORRESPONDENT COURSE

Approved by:

COL Jeremy M. Martin
5/9/2012

Commandant Defense Information School
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BASIC COMBAT CORRESPONDENT COURSE

TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION

25 April 2012

Preface

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

TITLE: BASIC COMBAT CORRESPONDENT COURSE

TRAINING LOCATION: Defense Information School, Fort Meade, MD

SPECIALTY AWARDED: Air Force - AFSC 3N0X2; Navy - NEC MC-8150; Marine Corps - MOS 4313; Army - MOS 46R

PURPOSE: The attached task listing represents a structured and sequenced composition of the knowledge and performance tasks identified as the training requirements mandated by the In-Progress Review conducted 17-18 May 2011.

Subject matter experts from the field in conjunction with DINFOS staff/faculty have conducted a thorough learning analysis by identifying critical training objectives, and planning the scope and delivery of instruction. Resources to include manpower, training equipment and facilities were also identified.

TRAINING METHODOLOGY: RESIDENT

COURSE DESCRIPTION: The graduate is prepared to perform skills in video documentation and broadcast journalism. In Functional Area 1, the apprentice communicator is introduced to the basics of Public Affairs and can: interact with command, community and media representatives; and prepare and release information to report news and command information, among other tasks. In Functional Areas 2 and 3, the graduate is prepared to write and announce broadcast news and spot information pieces. The graduate has learned voice dynamics and developed broadcast voice delivery skills for radio and video production. In Functional Area 4, the apprentice communicator is able to deliver various radio shows, including news and music, and has examined the principles of recording and editing. Functional Areas 5 and 6 expose the graduate to basic video shooting and editing, lighting skills, captioning, and studio operations, as well as more complex tasks such as spot and documentary production. In Functional Area 7, the graduate applies Public Affairs training, along with video production skills, to produce news stories for television, internal information dissemination, and prepared for satellite transmission.

PREREQUISITES: The Air Force, Navy and Marine Corps require the submission of a voice analysis before reservations are made. The Voice Analysis is an official academic prerequisite and cannot be self-administered. Therefore, recruiters, PA specialists, or retraining NCOs must contact the Broadcast Operations and Maintenance Department Academic Director by email at BOMD-VA@dinfos.dma.mil or by phone at 301-677-3188 for a copy of the VA script. Voice Analysis instructions will accompany the script and are also available separately on the DINFOS website - http://www.dinfos.dma.mil/Dinfosweb/Students/bomd.aspx.

US Air Force: E1 – E7. The DINFOS staff and faculty will determine acceptable trainable voice quality on the basis of a recorded voice analysis. Voice analyses must be provided to DINFOS and

approval received by unit prior to making reservations in ATRRS. Student must have a minimum general AQE score of 72. Voice analyses will not be waived.

US Marine Corps: E1 – E5. Graduate of DINFOS-BPASC or DINFOS-BPAS-W. The DINFOS staff and faculty will determine acceptable trainable voice quality on the basis of a recorded voice analysis. Voice analyses must be provided to DINFOS and approval received by unit prior to making reservations in ATRRS. Minimum GT score of 110.

US Navy: E1 – E6. Graduate of DINFOS-BPASC, DINFOS-BPAS-W or DINFOS-BMCSC-USN. Voice analysis required. The DINFOS staff and faculty will determine acceptable trainable voice quality on the basis of a recorded voice analysis. Voice analyses must be provided to DINFOS and approval received by unit prior to making reservations in ATRRS. Minimum VE/AR score of 109.

US Army: E-1 – E-6. Minimum GT score of 107. Must be a high school graduate or have high school equivalency and be able to type 20 wpm. Must have successfully completed at least two years of high school English documented by official transcript. This course is mandatory for active component and non-prior service ARNG and USAR soldiers for award of MOS 46R.

Interagency: Grade, duty position description and selection in accordance with specific agency guidance, policy and procedures. The DINFOS staff and faculty will determine acceptable and trainable voice quality on the basis of a recorded audition. Voice analysis must be provided to DINFOS and approved before candidate's reservation for training will be accepted.

International: International students attending this course must have an English Comprehension Level (ECL) of 80. Mandatory voice audition tape, from a script provided by the DINFOS, must be submitted. Approval is a prerequisite to screen candidate with non-trainable voice deficiencies. The DINFOS staff and faculty will determine acceptable voice quality on the basis of a recorded audition. Voice audition must be provided to DINFOS and approved before candidate's reservation for training will be accepted. Suggest the individual be proficient in Microsoft Word, and must be able to type 20 words per minute.

CLASS SIZE:

MAXIMUM: 24

MINIMUM: 11

COURSE CAP: 336

COURSE DATA FROM COURSE MATRIX

COURSE LENGTH:	75 days
ACADEMIC HOURS:	571.0 hrs
ADMINISTRATIVE HOURS:	29.0 hrs
ADVANCED DISTRIBUTED LEARNING:	10.0 hrs

TYPE/METHOD OF INSTRUCTION:

1. Lecture (L)		133 hrs
2. Demonstration (D)		45 hrs
3. Performance Exercise (PE)		152 hrs
4. Examination (E) hours		241.0 hrs
Performance Examination (EP)	237.0 hrs	
Written Examination (EW)	4.0 hrs	
5. Administrative Hours (AD)		29.0 hrs

TRAINING START DATE: 19 OCTOBER 2011

ENVIRONMENTAL IMPACT: None

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, Fort George G. Meade, MD 20755. Phone: 301-677-3886.

REFERENCES: Located in the last page of this TPI

SAFETY FACTORS: ROUTINE

FUNCTIONAL AREA 1

THE BROADCAST ROLE IN PUBLIC AFFAIRS

TPFN: DINFOS-BCC 001-

TERMINAL TRAINING OUTCOME: At the completion of this functional area, the student is prepared to augment a public affairs section as an apprentice (supervised). The student can interact with command, community and media representatives; prepare and release information to report news and command information. In addition, students research, manage, and review content with an informed ability to abide with constraints of communications law, ethics, DoD and other directives as appropriate. Students participate in instructor-led discussions and reviews of all materials. These are affective knowledge-based tasks that are essential to skill-building exercises. The values and attitudes developed in FA 1 are supported throughout the course and are necessary to building the successful student. Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

UNITS:

001 Fundamentals of Public Affairs
- 001 Identify audience types and use of information products
- 002 Describe military public affairs programs
- 003 Identify ethical standards in military public affairs
- 004 Explain public's right to know vs. need to know
- 005 Explain the principles of releasing information

002 Community Relations
- 001 Define military community relations (outreach) programs

003 PA Support of Worldwide Missions
- 001 Explain parts and uses of a PA Annex in an operations order
- 002 Identify factors affecting military PA operations overseas
- 003 Explain difference between installation and contingency operations (public affairs & visual information)
- 004 Describe PA programs in joint operations

004 Information Management
- 001 Identify methods of classifying, safeguarding, releasing, storing, and distributing classified media
- 002 Identify laws and regulations applicable to public affairs and visual information operations (copyright, manipulation, sensitivities, ethics, and privacy)
- 003 Explain situation reports (SITREPs)
- 004 Explain the military policies on release of information on accidents and incidents

005 Command Information and Media Facilitation
- 001 Identify uses of command information
- 002 Discuss requirements of DOD broadcast policy
- 003 Identify PA and broadcast uses of the web

004 Identify broadcast roles in crisis situations

006 Student Orientation and Progress Measurements

001 PA intro/overview
002 PA Review 1
003 PA Exam 1 and Critique
004 PA Review 2
005 PA Exam 2 and Critique

TOTAL TPFN TIME: 18.0

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

14 L (1:24)
2 PE (1:4)
2 EW (1:24)
10 ADL (1:24)*

** ADL hours do not count toward course length*

FUNCTIONAL AREA 2

BROADCAST WRITING

TPFN: DINFOS-BCC-002

TERMINAL TRAINING OUTCOME: The student is prepared to write broadcast news and spot information pieces. The student has learned the function and format of writing for radio and television broadcast production. The student is prepared to perform as a broadcast specialist in support of the military public affairs missions worldwide as an apprentice (supervised). Final student products are graded and critiqued according to the DINFOS Style of Broadcast Writing. Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

UNIT:

001 Fundamentals of Broadcast Writing

001 Write a news story (global and local)
002 Write selling and information spots
003 Demonstrate aspects of newsgathering and newscasting

TOTAL TPFN TIME: 44.0

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

14 L (1:24)
27 L (1:12)
1 PE (1:12)
1 EP (1:12)
1 EW (1:12)

FUNCTIONAL AREA 3

BROADCAST ANNOUNCING SKILLS

TPFN: DINFOS-BCC-003

TERMINAL TRAINING OUTCOME: The student has performed and is prepared to announce broadcast news and spot information pieces. The student has learned voice dynamics and developed broadcast voice delivery skills for radio and video production. The student is prepared to perform as a broadcast specialist in support of military public affairs missions worldwide as an apprentice (supervised). Students must achieve a minimum grade of 70 percent in order to meet assignment standards. Additionally, the students must also obtain four passes in Voice Quality; Vocal Energy and Vitality; Word Grouping; Stress and Intonation; Communication of Ideas; Articulation; Word Recognition and Comprehension; Overall Performance; and Following Instructions. Scores from graded but not recorded exercises (there are two) do not count toward the four passes required.

UNITS:

001 Introduction to Broadcast Announcing
- 001 Demonstrate principles of broadcast announcing
- 002 Administration and evaluation of Voice Analysis

002 Mechanics of Broadcast Announcing I
- 001 Prepare broadcast copy

003 Mechanics of Broadcast Announcing II
- 001 Demonstrate principles of broadcast announcing (delivery)

TOTAL TPFN TIME: 64.0

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

17 L (1:24)
2 D (1:6)
16 PE (1:6)
29 EP (1:6)

FUNCTIONAL AREA 4

RADIO BROADCAST SKILLS

TPFN: DINFOS-BCC 004-

TERMINAL TRAINING OUTCOME: At the completion of this functional area, the student is able to deliver various radio shows and has examined the principles of recording and editing. The student has refined his/her news and spot information writing and voice delivery skills. Additionally, students have completed studio projects using state-of-the-art broadcast equipment. Students must finish the News and Music areas with a 70 percent average after four graded exercises in News and three graded exercises in Music. Additionally, the student must finish the News area with a cumulative grade average of at least 70 percent in each: Mechanics; Policy and Procedures; Writing; and Reporter Package Production. The student must also finish the Music area with a cumulative grade average of at least 70 percent in each: Mechanics; Policy and Procedures; Writing; and Spot Production. The student must also achieve at least a minimum of 70 percent on the written exam.

UNITS:

001 Radio News Production
- 001 Produce a local radio newscast
- 002 Produce a local radio news story with natural sound and soundbites
- 003 Operate an audio console/mixer
- 004 Demonstrate audio production methods

002 Radio Spot Production
- 001 Write and produce a radio spot

003 Radio Music Show Production
- 001 Identify radio day-parting, music formats and programming elements
- 002 Produce a local radio show

TOTAL TPFN TIME: 125.0

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

18 L (1:24)
5 D (1:4)
61 PE (1:4)
40 EP (1:4)
1 EW (1:24)

FUNCTIONAL AREA 5

VIDEO FUNDAMENTALS AND NEWS PRODUCTION

TPFN: DINFOS-BCC-005

TERMINAL TRAINING OUTCOME: The student has practiced and is prepared to employ basic shooting, editing, and lighting skills, and can produce a television news story. The student can perform captioning and establish accountability of video products (supervised). Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

UNITS:

001 Intro to Camera and Tripod
- 001 Demonstrate use of camera functions
- 002 Demonstrate use of tripods, stabilization techniques, and compound camera movements
- 003 Perform basic operator maintenance procedures

002 Video Techniques
- 001 Demonstrate video fundamental techniques (placement, depth of field, framing, lines, foreground/background, matching action)

003 Lighting
- 001 Demonstrate use of lighting control methods (scrims, screens, barn doors, neutral density)
- 002 Demonstrate one, two, and three-point lighting techniques
- 003 Demonstrate color correction techniques (gels, dichroic filters)
- 004 Demonstrate use of portable lighting (sunguns, reflectors)
- 005 Demonstrate lighting safety (gloves, c-clamps, extension cords)

004 Editing Fundamentals
- 001 Demonstrate basic editing fundamentals
- 002 Create lower third graphics using title/text tool

005 News Elements
- 001 Write, shoot, narrate, and edit news elements

006 News Feature Storytelling
- 001 Demonstrate the concept of storytelling to include writing to video
- 002 Demonstrate the use of nat sound and working interviews

TOTAL TPFN TIME: 162.0

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

22.5 L (1:24)
15.5 D (1:4)
13 PE (1:4)
111 EP (1:4)

FUNCTIONAL AREA 6
DOCUMENTATION AND SPOT PRODUCTION

TPFN: DINFOS-BCC 006-

TERMINAL TRAINING OUTCOME: The student can perform studio operations and electronic journalism using state-of-the-art video recording and editing equipment and procedures to produce news, documentary, features, and spot announcements for television and internal information dissemination. Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

UNITS:

001 Studio Operations
- 001 Identify and discuss studio operational functions: equipment, set up, controls, movements, etc.
- 002 Perform as news anchor

002 Graphics
- 001 Apply special effects in editing process
- 002 Create raster graphics

003 Spot Production
- 001 Write, storyboard, shoot, narrate, and edit spots

004 Documentation Techniques
- 001 Prepare, shoot, caption and edit video documentation

005 Media Management
- 01 Identify video input, logging, and batch recording procedures
- 02 Discuss video accessioning (e.g., DIMOC, DVIDS)

006 DVD Compression and Authoring
- 001 Demonstrate video compression techniques
- 002 Demonstrate DVD authoring with menus

TOTAL TPFN TIME: 138.0

TPFN HOURS/METHODS OF INSTRUCTION / INSTRUCTOR-STUDENT RATIO:
- 17 L (1:24)
- 19 D (1:4)
- 58 PE (1:4)
- 44 EP (1:4)

FUNCTIONAL AREA 7
PUBLIC AFFAIRS PRACTICUM

TPFN: DINFOS-BCC-007

TERMINAL TRAINING OUTCOME: The student can perform the art of electronic journalism using state-of-the-art video recording and editing equipment and procedures to produce news stories for television, internal information dissemination and satellite transmission. The student can perform basic public affairs functions to include escorting media, responding to media query and responding to an on-camera interview. Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

UNIT:

001 Field Broadcast Operations

001 Respond to media query
002 Escort media
003 Respond to on-camera interview questions
004 Perform PA and broadcast operations during FTX
005 Conduct an after action review (hotwash)

TOTAL TPFN TIME: 20.0

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

3.5 L (1:24)
3.5 D (1:4)
1 PE (1:4)
12 EP (1:4)

FUNCTIONAL AREA 8
COURSE ADMINISTRATION

TPFN: DINFOS-BCC-008

TERMINAL TRAINING OUTCOME: N/A

UNITS:

001 Course Opening
- 001 DOT/staff welcome
- 002 Academic records in-processing
- 003 Course orientation
- 004 Administration of Information Assurance exam

002 Student Feedback (KMO)
- 001 BWAS section critique
- 002 Radio section critique
- 003 End-of-course critique

003 Administration
- 001 BCC graduation attendance
- 002 Admin time

004 Equipment Issue
- 001 Video equipment issue
- 002 Video equipment turn-in

005 Course Closing
- 001 Out-processing
- 002 Academics records out-processing
- 003 Graduation preparation
- 004 Graduation

TOTAL TPFN TIME: 29.0

TPFN HOURS/METHODS OF INSTRUCTION / INSTRUCTOR-STUDENT RATIO:
29 AD (N/A)

Total Course Hours	*600.0*
Including ADL Hours	*610.0**

* *ADL hours do not count toward course length*

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