



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

DINFOS – DOT/PALD

MEMORANDUM FOR Visual Information Management Course Attendees

SUBJECT: Visual Information Management (VIM) Course Welcome Letter

Welcome! The Visual Information Management (VIM) Course provides professional development in the knowledge and skills needed to perform management duties of a visual information manager. We are confident this instruction will provide a unique experience that is both professionally challenging and personally rewarding.

This course provides in-depth training in the duties required to manage a visual information activity. Students apply pertinent doctrine and policy during seminars and practical exercises to the management of a VI activity. Subjects covered are public law and the VI activity, functions of a VI activity, procedures for producing VI productions, ethical standards for VI products, VI records management, personnel issues, the budgeting process, equipment/supply management, deploying VI assets, point papers, strategic planning and an overview of the visual information process within the Department of Defense and its component Services, as well as the future of VI.

During 10 training days, students participate in a field trips to the Defense Media Activity, where students will get an inside look at the Defense Imagery Management Operations Center (DIMOC) as well as the Imagery Operations and Coordination Center (IOCC) and the National Archives and Records Administration (NARA) at College Park, MD.

Computers are provided for your use in the building, but you are encouraged to bring a personal laptop, which will enable you to work on assignments from remote locations. Please bring your Class Bravo uniform or equivalent, worn on the last Monday of the month. Otherwise, the uniform of the day is your service's working uniform.

Contact Ms. Nadine Stewart at Ft. Meade billeting, (410) 674-7700 ext. 7272 for your reservation or to help arrange off-post billeting if nothing is available on post. If you billet on post, you are expected to check-in at billeting NLT the day prior to class. The Bachelor Housing Office hours are Monday thru Friday 0730 to 1600.

Any questions about registration or logistical requirements should go to the DINFOS Registrar at (301) 677-4691.

The VIM course coordinator is Mr. Simmons, You can contact him at 301-677- 2617 or DSN: 622-2617; or e-mail him at: larry.simmons.ctr@dinfos.dma.mil. Email is the preferred method of contact.

Again, welcome to the course. We look forward to working with you. Please don't hesitate to contact Mr. Simmons or the undersigned with any questions: Phone: (301) 677-4387; e-mail: Brus.Vidal@dinfos.dma.mil.

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BRUS E. VIDAL
Major, USAF
Advanced Courses Team Chief