TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

DINFOS BCC-60

BASIC COMBAT CORRESPONDENT COURSE

Approved by:

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Supersedes Training Program of Instruction dated 03 April 2008

BASIC COMBAT CORRESPONDENT COURSE (BCC 60)
TRAINING PROGRAM OF INSTRUCTION

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TRAINING PROGRAM OF INSTRUCTION
PREFACE

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-BCC-60

TITLE: Basic Combat Correspondent Course

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

SPECIALTY AWARDED: USA MOS 46R

PURPOSE: To provide entry-level specialty training for video documentation and broadcast communicators to support public affairs, combat camera, and broadcast journalism missions throughout the Armed Forces.

COURSE DESCRIPTION: The graduate is prepared to perform skills in video documentation and broadcast journalism. The successful student can interact with command, community and media to prepare, report, and release information in accordance with applicable directives. This apprentice communicator has learned and performed all functions of electronic newsgathering (ENG) and electronic field production (EFP) for video production and documentation to include combat camera operations. Additionally, this trained apprentice has learned and performed the function and formats of writing and announcing protocols for broadcast radio and television production. This apprentice is prepared to work individually or as a member of a team.

TARGET POPULATION/PREREQUISITES: Are mandated by each of the Armed Forces. Waiver requests must come through the requesting Service's career field manager to the Commandant, DINFOS. For voice analysis instructions and to obtain scripts or additional information please call 1-301-677-3188, or go to http://www.dinfos.dma.mil/Dinfosweb/Students/bomd.aspx.

> **US Army**: E1 – E6. 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 2 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.

SECURITY CLEARANCE: None required.

CLASS SIZE:

MAXIMUM	17
MINIMUM	8
ANNUAL COURSE CAP	231

COURSE LENGTH:	**60 Training Days**
ADMINISTRATIVE HOURS:	20 Hrs
ACADEMIC/CLASSROOM HOURS:	464 Hrs
ADVANCED DISTRIBUTED LEARNING	36 Hrs
TOTAL COURSE HOURS:	520 Hrs**

****Total course hours reflect hours for ADL modules not completed during class time and hours do not add to the length of the course.**

****FA 6 Training is held over the course of two 12 hour days and does not add to the length of the course**

INSTRUCTOR CONTACT HOURS: 1814 Hrs

TRAINING START DATE: 27 October 2010

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

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

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

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Directorate of Training, (DINFOS/DOT): 301-677-4420

FUNCTIONAL AREA 1

THE BROADCAST ROLE IN PUBLIC AFFAIRS

TPFN: DINFOS-BCC-60-001

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 latter skill building exercise. The values and attitudes sown here are nurtured 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.

UNIT TASK

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

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 Explain the principles of information using SAPP rules

005- Command Information and Media Facilitation
- 001 Identify uses of Command Information
- 002 Discuss requirements of DOD directive 5120.20R
- 003 Identify PA and broadcast uses of the web
- 004 Identify broadcast roles in crisis situations

006- Student Orientation and Progress Measurements
- 001 PAD intro/overview
- 002 PAD Review 1
- 003 PAD Exam 1 and Critique
- 004 PAD Review 2
- 005 PAD Exam 2 and Critique
- 006 PAD Review 3
- 007 PAD Exam 3 and Critique

TPFN HOURS AND TYPES:

15- Lecture	(L) (1:28)
3- Written exam	(EW) (1:28)
*36- Advanced Distributed Learning	(ADL)*

TPFN TOTAL HOURS: 54

ADL hours do not add to total number of training days

FUNCTIONAL AREA 2

BROADCAST WRITING

TPFN: DINFOS-BCC-60-002

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). Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

UNIT TASK

001- Fundamentals of Broadcast Writing
- 001 Write a news story (global and local)
- 002 Write selling and information spots
- 003 Describe aspects of newsgathering and newscasting

TPFN HOURS AND TYPES:

11-Lecture	(L) (1:14)
5- Performance Exercise	(PE) (1:14)
34-Performance Exam	(EP) (1:14)

TOTAL TPFN HOURS: 50

FUNCTIONAL AREA 3

BROADCAST ANNOUNCING

TPFN: DINFOS-BCC-60-003

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 video documentation and broadcast specialist in support of military public affairs missions worldwide as an apprentice (supervised). Students must achieve a minimum grade of 70 percent and score at least a six in each individual skill set on the eight graded exercises at least four times to meet assignment standards.

UNIT	TASK	
001-	Introduction to Broadcast Announcing	
	001	Demonstrate principles of broadcast announcing
002-	Mechanics of Broadcast Announcing I	
	001	Prepare broadcast copy
003-	Mechanics of Broadcast Announcing II	
	001	Prepare local radio newscast production

TPFN HOURS AND TYPES:

6-Lecture	(L) (1:28)
16- Performance exercise	(PE) (1:6)
44- Performance exam	(EP) (1:6)

TOTAL TPFN HOURS: 66

FUNCTIONAL AREA 4

VIDEO FUNDAMENTALS AND NEWS PRODUCTION

TPFN: DINFOS-BCC-60-004

TERMINAL TRAINING OUTCOME: The student has practiced and is prepared to employ basic editing and lighting skills. 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.

UNIT TASK

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
- 01 Demonstrate video fundamental techniques

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

TPFN HOURS AND TYPES:

21- Lecture	(L) (1:14)
24- Demonstration	(D) (1:4)
61- Performance exercise	(PE) (1:4)
54- Performance exam	(EP) (1:4)

TPFN TOTAL HOURS: 160

FUNCTIONAL AREA 5

DOCUMENTATION AND SPOT PRODUCTION

TPFN: DINFOS-BCC-60-005

TERMINAL TRAINING OUTCOME: The student has practiced and is prepared to use the non-linear editor and the camera to perform as a videographer or broadcaster. The student can perform the art of electronic journalism using state of the art video recording and editing equipment and procedures to produce news, documentary, features, and spot information reports for television and internal information dissemination. Students must achieve a minimum grade of 70 percent in order to meet assignment standards.

UNIT TASK

001- Studio Operations
- 001 Identify and discuss studio operational functions: equipment, set up, controls, movements, etc.
- 002 Demonstrate use of teleprompter
- 003 Demonstrate use of video switcher
- 004 Identify and explain roles and responsibilities of studio production members
- 005 Perform as news anchor

002- Graphics
- 001 Apply special effects in editing process
- 002 Create raster graphics
- 003 Create a simple vector graphic animation

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

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

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

006- Media Management
- 001 Apply imagery lifecycle management techniques (accessioning)
- 002 Demonstrate video input, logging, and batch recording procedures
- 003 Demonstrate proper media management

TPFN HOURS AND TYPES:

19- Lecture	(L) (1:14)
16- Demonstration	(D) (1:4)
49- Performance exercise	(PE) (1:4)
62- Performance exam	(EP) (1:4)

TPFN TOTAL HOURS: 146

FUNCTIONAL AREA 6

FIELD TRAINING EXERCISE AND PUBLIC AFFAIRS PRACTICUM

TPFN: DINFOS-BCC-60-006

TERMINAL TRAINING OUTCOME: The student has practiced and is prepared to use the non-linear editor and the camera to perform as a videographer or broadcaster in a field environment. 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 radio and television, internal information dissemination and satellite transmission. The student can perform basic public affairs functions to include escorting media, responding to media query and respond to an on-camera interview. Students must achieve a minimum grade of 70 percent in order to meet assignment standards. **Training is held over the course of two 12 hour days.**

UNIT	TASK	
001-	Field Broadcast Operations	
	001	Respond to media query
	002	Escort media
	003	Respond to on-camera interview
	004	Perform PA and broadcast operations during FTX
	005	Transmit video over satellite (DVIDS)
	006	Conduct an after action review

TPFN HOURS AND TYPES:

6- Demonstration	(D) (1:4)
18- Performance exam	(EP) (1:4)

TOTAL TPFN HOURS: 24

FUNCTIONAL AREA 8

COURSE ADMINISTRATION

TPFN: DINFOS-BCC-60-008

TERMINAL TRAINING OUTCOME: N/A

UNIT	TASK	
001-	Course Opening	
	001	DOT/staff welcome
	002	Academic records in-processing
	003	Course orientation
	004	Administration of Information Assurance exam
	005	Administration of Voice Analysis
002-	Student Feedback (KMO)	
	001	BWAS section critique
	002	Video critique
	003	End-of-course critique
003-	Administration	
	001	BCC Graduation Attendance
004-	Equipment Issue	
	001	Video equipment issue
	002	Video equipment turn-in
005-	Course Closing	
	001	Out-processing
	002	Academic records out-processing
	003	Graduation preparation
	004	Graduation

TOTAL TPFN HOURS: 20

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