

**TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
DINFOS BCS-USAF
BROADCAST COMMUNICATION
SPECIALIST-USAF COURSE**



Approved by:

Commandant Defense Information School



**BROADCAST COMMUNICATION SPECIALIST-USAF
COURSE
DINFOS (BCS-USAF)
TRAINING PROGRAM OF INSTRUCTION**

Table of Contents

Preface.....	2
FUNCTIONAL AREA 001 FUNDAMENTALS OF AIR FORCE PUBLIC AFFAIRS	4
FUNCTIONAL AREA 002 BROADCAST WRITING.	4
FUNCTIONAL AREA 003 BROADCAST ANNOUNCING SKILLS.....	4
FUNCTIONAL AREA 004 RADIO BROADCAST SKILLS	4
FUNCTIONAL AREA 005 VIDEO FUNDAMENTALS AND NEWS PRODUCTION	5
FUNCTIONAL AREA 006 DOCUMENTATION AND SPOT PRODUCTION.....	5
FUNCTIONAL AREA 007 COURSE ADMINISTRATION.....	5
REFERENCES	6

TRAINING PROGRAM OF INSTRUCTION

15 October 2015

Preface

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

TITLE: BROADCAST COMMUNICATION SPECIALIST-USAF (BCS-USAF)

TRAINING LOCATION: Defense Information School, Fort Meade, MD

SPECIALTY AWARDED:

- USAF AFSC 3N0X2

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.

TRAINING METHODOLOGY: Resident Only

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 Service-specific tasks that range from preparing and releasing information to the media, to understanding how to set up a unit web site. In Functional Areas 2 and 3, the apprentice communicator is prepared to write and announce broadcast news and spot information pieces. The apprentice communicator 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 audio spot production, and has examined the principles of recording and editing. Functional Areas 5 and 6 expose the apprentice communicator to basic video shooting and editing, lighting skills, captioning, and studio operations, as well as more complex tasks such as spot, feature, and documentary production.

PREREQUISITES:

The submission of a voice analysis is required 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 dma.meade.dinfos.list.dot-bomd-va@mail.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/Training/TrainingDepartments/BroadcastOperationsMaintenance.aspx>

- **US Air Force:** E1 – E6. The DINFOS staff and faculty will determine acceptable trainable voice quality on the basis of a recorded voice analysis. Voice analysis must be provided and approved by DINFOS prior to making a reservation in ATRRS. SAF/PA Career Field Manager may request waivers on a case-by-case basis. Student must have a minimum general AQE score of 72.

CLASS SIZE:

MAXIMUM: 8

MINIMUM: 4

COURSE CAP: 82

COURSE DATA FROM COURSE MATRIX

COURSE LENGTH:

86 days

ACADEMIC HOURS:

660 hrs.

ADMINISTRATIVE HOURS:

28 hrs.

TYPE/METHOD OF INSTRUCTION:

- | | |
|---------------------------------------|-------------|
| 1. Lecture (L) | 47.5 hrs. |
| 2. Demonstration (D) | 60.25 hrs. |
| 3. Performance Exercise (PE) | 186.00 hrs. |
| 4. Written Examination (EW) hours | 184.25 hrs. |
| 5. Performance Examination (EP) hours | 182.00 hrs. |
| 6. Administrative Hours (AD) | 28 hrs. |

TRAINING START DATE: OCTOBER 2015

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 on the last page of this TPI.

SAFETY FACTORS: ROUTINE

POC: Course Development Department dma.meade.dinfos.list.dot-cdd@mail.mil, 301-677-3886

**FUNCTIONAL AREA
001 SERVICE-UNIQUE**

TPFN: DINFOS-BCS-USAF-001

TRAINING OUTCOMES: Air Force students will learn communication theory and public affairs. They will learn civil laws and DOD directives that impact public affairs in general and specific Air Force public affairs concepts, processes and products. The students will learn the purpose of Hometown News Release program and be able to explain Internet-based communication capabilities. They will learn the Air Force Public Information Management System (AFPIMS) and the purpose of proactive and reactive reputation management. Additionally, they will write an accident/incident release, and learn to augment a public affairs section as an apprentice. Learners will interact with command, community and media representatives, and prepare and release information to report news and command information. Students will participate in instructor-led discussions and a review of all materials.

**FUNCTIONAL AREA 002
BROADCAST WRITING**

TPFN: DINFOS- BCS-USAF-002

TRAINING OUTCOMES: The students will learn to write broadcast news and spot information pieces. The students will learn the function and format of writing for radio and television broadcast production. The students prepare to perform as broadcast specialists in support of the military public affairs missions worldwide as an apprentice.

**FUNCTIONAL AREA 003
BROADCAST ANNOUNCING SKILLS**

TPFN: DINFOS-BCS-USAF-003

TRAINING OUTCOMES: The students prepare to announce broadcast news and spot information pieces. The students will apply voice dynamics and develop broadcast voice delivery skills for radio and video production. The students learn to perform as broadcast specialists in support of military public affairs missions worldwide as an apprentice.

**FUNCTIONAL AREA 004
RADIO BROADCAST SKILLS**

TPFN: DINFOS-BCS-USAF-004

TRAINING OUTCOMES: The students will continue to learn, refine, and apply their communication skills to write and produce newscasts, deliver various radio shows and examine the principles of recording and editing. The students will complete studio projects using state-of-the-art broadcast equipment.

FUNCTIONAL AREA 005
VIDEO FUNDAMENTALS AND NEWS PRODUCTION

TPFN: DINFOS-BCS-USAF-005

TRAINING OUTCOMES: The students will learn the fundamentals of video production and employ basic shooting, editing, and lighting skills to produce a television news story and feature story using storytelling. The students will also learn to apply captioning techniques.

FUNCTIONAL AREA 006
DOCUMENTATION AND SPOT PRODUCTION

TPFN: DINFOS-BCS-USAF-006

TRAINING OUTCOMES: The students will perform studio operations and electronic journalism using state-of-the-art video recording and editing equipment to produce television spots and non-narrative documentaries. The students will learn how to apply special effects in the editing process and create raster graphics to use with their video products. Students will also learn various methods of media management, compression and distribution techniques.

FUNCTIONAL AREA 007
COURSE ADMINISTRATION

TPFN: DINFOS-BCS-USAF-007

TRAINING OUTCOMES: Students are required to complete certain administrative tasks necessary for effective course management. Administrative tasks include in-processing and orientation; equipment issue and return; out-processing; providing feedback for course critiques; and participation in graduation activities.

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