

TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

DINFOS JCPAC

Joint Contingency Public Affairs Course



Approved by:

Commandant Defense Information School

Supersedes TPI dated 2013.11.13



**JOINT CONTINGENCY PUBLIC AFFAIRS COURSE
TRAINING PROGRAM OF INSTRUCTION**

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TRAINING PROGRAM OF INSTRUCTION

Preface

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

TITLE: JOINT CONTINGENCY PUBLIC AFFAIRS COURSE

TRAINING LOCATION: Defense Information School, Fort Meade, MD

PURPOSE: This course provides public affairs professionals with training in preparation to rapidly transition into the duties and responsibilities of delivering effective public affairs in a contingency environment.

TRAINING METHODOLOGY: This course is taught in residence only.

COURSE DESCRIPTION: The graduate will study and practice planning and execution of public affairs operations unique to a contingency environment, with an emphasis on operational planning and integration on a joint staff. This course reinforces basic and intermediate skills within the context of a contingency mission. Candidates who will benefit most from this course are those with minimum to no experience on a deployed joint staff.

COURSE PREREQUISITES: Previous education/training requirements for all services: The candidate must be a graduate of one of the following courses: DINFOS-JSPAC, DINFOS-IPASC, DINFOS-JSEPAC, DINFOS-PAQC, or DINFOS-PAQC-ADL-NR/R. These course prerequisites are in addition to the service prerequisites listed below. If the prospective student does not meet the DINFOS course prerequisites then the service must submit a waiver through the DINFOS Registrar’s Office.

SERVICE PREREQUISITES:

Service	Prerequisites:	Notes:
USA		
Officer	O-4 to O-5	
Enlisted	E-6 and above	Must have completed required PME level
Civilian	GS-11 to GS-14	1035, 0301 (strategic communications positions) and 1001 series with Defense Security Cooperation Agency (DSCA) and APAC approval.
USAF		
Officer	O-2 to O-5	
Enlisted	E-5 to E-9	Enlisted personnel that have not graduated from courses listed above must submit a waiver request AND be a graduate of either DINFOS-BCC, DINFOS-BCS, DINFOS-BCS-USAF, DINFOS-BPAS-W, DINFOS-BPASC, DINFOS-

		BPASC-ADL-NR/R, DINFOS-BSP, or DINFOS-BPJC.
Civilian	GS-11 to GS-14	
USN		
Officer	O-1 to O-4	1650/1655/647x and must have a minimum of one year public affairs experience.
Enlisted	E-5 to E-9	MC rating
Civilian	GS-11 to GS-14	1035 series and have a minimum of three years public affairs experience.
USMC		
Officer	O-1 to O-4	
Enlisted	E-5 to E-9	
Civilian	N/A	
International		
International students attending this course must have an English Comprehension Level (ECL) of 85, obtain a 2+/2+ on the Oral Proficiency Interview, and possess basic typing skills. Students requesting enrollment must be O-4's or senior O-3's and graduates of the DINFOS PAQC, with a minimum of one year experience as a PAO. Students must have a solid understanding of English language usage, grammar and syntax.		
Interagency		
Must be in GS 1035 position at a grade of GS-11to GS-15, with a minimum of 5 years' experience as a public affairs officer.		

COURSE PREREQUISITES: See Army Training Requirements and Resources System (ATRRS) website (<https://www.atrrs.army.mil/atrrscc/>). Use school code 212.

CLASS SIZE:

Maximum	16 students
Minimum	12 students
Annual capacity	32 students

COURSE LENGTH:

Academic Hours	76 hours
Administrative Hours	8 hours
Total Course Length	84 hours, 10 days

TYPE/METHOD OF INSTRUCTION:

Lecture (L)	24 hours
Guided Discussion (D)	5 hours
Performance Exercise (PE)	33 hours
Exam Performance (EP)	14 hours
Administrative (AD)	8 hours

COURSE MEASUREMENT PLAN: Located in the Course Training Standard.

TRAINING START DATE: February 22, 2016

ENVIRONMENTAL IMPACT: No environmental impact.

MANPOWER: The Inter-service Training Review Organization formula was used to determine the number of instructors required. The Course Design Resource Estimate (CDRE) contains this information.

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

TRAINING DEVELOPMENT PROPONENT: Defense Information School, Directorate of Training, Fort George G. Meade, MD 20755

REFERENCES: Located in the last section of this TPI.

SAFETY FACTORS: Routine.

POC: Course Development Department, dma.meade.dinfos.list.dot-cdd@mail.mil, (301) 677-5733

FUNCTIONAL AREA 001
PROVIDE PUBLIC AFFAIRS IN THEATER

TRAINING OUTCOMES:

UNIT 001 THE CONTINGENCY ENVIRONMENT: Students explain the role of public affairs practitioners in a contingency environment. The course focus is on conducting PA operations in less mature theaters. Students will identify characteristics, study, and practice the role of public affairs practitioners in the contingency environment. They will explore the roles and responsibilities of various PA organizations and billets. Students learn about the importance of their role in contingency public affairs in supporting both command information at home station and public diplomacy overseas. Students develop skills in crisis communication management techniques within contingency public affairs operations. They learn and practice the steps of the Joint Operation Planning Process and identify PA inputs and outputs to the JOPP. Students discuss the interrelationship of Information Operations, Civil Affairs, and PA. Student competency is measured and reinforced with performance exercises during a Field Training Exercise Phase I and Phase II. A case study is used to illustrate the process and promote discussions.

FUNCTIONAL AREA 002

PROVIDE PUBLIC AFFAIRS IN THE JOINT OPERATIONS AREA (JOA)

TRAINING OUTCOMES:

UNIT 001 FIELD TRAINING EXERCISE (PHASE I) OPERATIONAL PA PLANNING:

In this functional area students develop a communication plan in support of contingency operations. Students produce Public Affairs input to the Operational Plan. Students provide advice and counsel to the commander and staff. Students develop skills to define the key publics. Students learn to identify the components of media facilitation in the plan. Students produce public affairs input to the Operations Plan to include identifying PA personnel and equipment requirements. They incorporate public affairs considerations into the base order and relevant Annexes. Students build skill through practice by providing communication counsel to leadership.

Student competency is measured through active participation in performance exercises that incorporate data transmission systems in a communication plan. Student competency is measured with performance exercises that show mastery in writing a PA Annex and writing Proposed Public Affairs Guidance and by writing and presenting a decision brief.

UNIT 002 FIELD TRAINING EXERCISE (PHASE II) OPERATIONAL PA

EXECUTION: Students evaluate public affairs impact to the operational environment. In Phase II of the FTX, student competency is measured through active performance, in a simulated role as a PA professional. Students will show competency by synthesizing all of their acquired knowledge and skills in the process of executing the PA professional role through participation in boards, bureaus, cells, centers, and working groups as well as conducting Joint and Combined Media Operations common to a contingency environment. Throughout the training scenario, they apply DoD ethical standards to the contingency environment.

FUNCTIONAL AREA 003
COURSE ADMINISTRATION

TRAINING OUTCOMES:

UNIT 001 COURSE ADMINISTRATION: Students are required to complete certain administrative tasks necessary for effective course management. Administrative tasks include: in-processing and orientation, out-processing, and providing feedback for course critiques, and participation in graduation activities.

References

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