

**TRAINING PROGRAM OF INSTRUCTION (TPI)**

**FOR**

**DINFOS - JEPAC**

**Joint Expeditionary Public Affairs Course**



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Commandant Defense Information School  
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**JOINT EXPEDITIONARY PUBLIC AFFAIRS COURSE  
TRAINING PROGRAM OF INSTRUCTION**

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## TRAINING PROGRAM OF INSTRUCTION

### Preface

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

**TITLE: JOINT EXPEDITIONARY 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. There is an emphasis on operational planning and integration on a joint staff. This course reinforces basic and intermediate skills within the context of a contingency operation. 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-JSEPAC, DINFOS-IPASC, DINFOS-PAOQC, DINFOS-PAQC, or DINFOS PAQC-ADL-NR/R and within the following grade range by service:

**SERVICE PREREQUISITES:** Mandated by each of the Armed Services.

Service	Prerequisites:	Notes:
<b>USA</b>		
Officer	O3 to O5	
Enlisted	E7 and above	Enlisted must have completed required PME level. Enlisted must be a graduate of any one of the following courses: DINFOS-BCC, DINFOS-BCC-60, DINFOS-BPAS-W, DINFOS-BPASC, DINFOS-BPASC-ADL-R, or DINFOS-BSP.
Civilian	GS11 to GS14	Civilians must be in the 1035, 0301 (strategic communications positions) and 1001 series with DSCA approval. Civilians must be a PAQC graduate.
<b>USAF</b>		
Officer	O2 to O5	
Enlisted	E6 thru E9	Enlisted personnel that have not graduated from courses listed above must submit a waiver request and be a graduate of either DINFOS-BCC, DINFOS BCC-60,



- |                                     |         |
|-------------------------------------|---------|
| 4. Computer Aided Instruction (CAI) | 0 hrs.  |
| 5. Case Study (CS)                  | 0 hrs.  |
| 6. Exam Performance (EP)            | 14 hrs. |
| 7. Written Examination (EW)         | 0 hrs.  |
| 8. Administrative Hours (AD)        | 8 hrs.  |

**COURSE MEASUREMENT PLAN:** Located in the Course Training Standard

**TRAINING START DATE:** 28 OCT 2013

**ENVIRONMENTAL IMPACT:** No environmental impact

**MANPOWER:** The Inter-service Training Review Organization (ITRO) formula was used to determine the number of instructors required. Additional instructor(s) and role players are required during the conduct of this course to augment training demonstrations and performance exercises particularly during the FTX operations. The role playing teams of students and instructors operationally/instructionally involved will work at a minimum of 12 hours per day while at the FTX site.

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

**TRAINING DEVELOPMENT PROPONENT:** Defense Information School, Office of the Provost, Fort George G. Meade, MD 20755

**REFERENCES:** Located in the last section of this TPI.

**SAFETY FACTORS:** Routine

**POC:** Course Development Department [DINFOSDOTCourseDeveloper@DINFOS.DMA.mil](mailto:DINFOSDOTCourseDeveloper@DINFOS.DMA.mil), (301) 577-5733

**FUNCTIONAL AREA 1**  
**CONTINGENCY PUBLIC AFFAIRS**

**TRAINING OUTCOMES:**

**UNIT 001 The Contingency Environment:** This introductory unit points out the unique characteristics of the contingency environment. The course focus is on foreign 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. Students explain the critical role of public affairs in joint military operations. They learn and practice the steps of the joint operation planning process (JOPP) and identify PA inputs and outputs to the JOPP. Students discuss the interrelationship of Information Operations (IO), Civil Affairs (CA), and PA. Student competency is measured and reinforced with performance exercises during the Field Training Exercise Phase I and Phase II. A case study is used to illustrate the process and promote discussion.

**UNIT 002 Field Training Exercise (Phase I) Operational PA Planning:** Phase I of the FTX, focuses on practice of developing a communication plan in support of contingency operations. Students are introduced to the parameters and develop skills to define a communication plan key publics. Students learn to identify the components of media facilitation in the plan. Students produce public affairs input to the Operations Plan (OP) 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 DINFOS staff senior leadership.

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

**UNIT 003 Field Training Exercise (Phase II) Operational PA Execution:** 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.

## REFERENCE

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