

DINFOS CORRESPONDENCE ROUTE SHEET

1. Originating Dept/POC Name/Contact # DoT/VCOMM/Mrs. O'Shea / 7-2038	2. Due Date (If Required) 4 November 2011	3. Tracking Number CD111011-01
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4. Subject: Review and Approve BMRC TPI

5. Purpose: Review, approval and implementation of TPI.

Background: New TPI and Value Template as a result of TTSB conducted on 17 May 2011.

Recommendation: Implement for BMRC-USMC 010-012 starting January 2012.

Additional Comments: Value Template included for implementation in January 2012 pending course length change in ATRRS. Course length revised from 43 to 52 training days. CTS and CDRE have already been routed.

All packets with be arranged as follows: Items for signature will be on the right hand side. All other information will be on the left hand side including the disk which will be placed in a sleeve on the outside of the left pocket.

List of Enclosures:
 1. TPI
 2. Value Template

Return to:	CODE	SIGNATURE	DATE	COMMENTS
Dept. CD	F			
Academic Records (Implement VT, Pre-Requisite Changes, EM)	A	<i>C. Bennett</i>	9 JAN 12	EFFECTIVE w/ 020-12
Quota Manager	A			
Commandant	S	<i>Signed</i>	11/4/12	
Deputy Commandant	I/R	<i>W. Marley</i>	1/4/12	
Director of Staff	I/R	<i>[Signature]</i>		5 Jan 2012 5 YEARS
Provost (Forward appropriate documents to CHENG, DOL & IT as appropriate)	I/R	<i>[Signature]</i>	Changes Made 25 Oct 11	52 DAYS x 8 = 416 IS THE 7090 FOR ALL EXAMS OR JUST WRITTEN WHERE ARE THE PRE REQS ARE ALL STUDENTS STAYING FOR TIPS TRNG - COURSE # CHANG
CG Admin	L/R	<i>[Signature]</i>	12 Oct 11	
DoT	R	Roderick R. Cunningham, LTC, USA Director of Training	12 Oct 11	R.C.
D-DoT	R	<i>Leave</i>	12 OCT 11	
DoT Academic Ops	L/R	<i>[Signature]</i>	12 OCT 11	
Dept Head	R	<i>[Signature]</i>	11 OCT 2011	
IMSO (If Applicable)	R	n/a		
Dept AD	R	<i>[Signature]</i>	7 Oct 2011	
Dept CD	Initiate	<i>MKO'Shea</i>	7 Oct 2011	

TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
DINFOS BMRC - USMC
BASIC MULTIMEDIA REPRODUCTION COURSE - USMC



Approved by:

Jeremy M. Mat COL, USA
4 JAN 2012

Commandant Defense Information School
Supersedes TPI dated 25 March 2009



BASIC MULTIMEDIA REPRODUCTION COURSE - USMC

TRAINING PROGRAM OF INSTRUCTION

Table of Contents

PREFACE..... 3

FUNCTIONAL AREA 1 - ILLUSTRATION AND DESIGN 5

 001 REALISTIC DRAWING 5

 002 LAYOUT AND DESIGN 5

FUNCTIONAL AREA 2 - DIGITAL GRAPHIC DESIGN 7

 001 COMPUTER FUNDAMENTALS 7

 002 DIGITAL PAGE LAYOUT AND DESIGN 7

 003 VECTOR-BASED GRAPHIC DESIGN 7

 004 IMAGE EDITING/RASTER-BASED DESIGN 7

 005 DESKTOP PUBLISHING 8

FUNCTIONAL AREA 3 - MULTIMEDIA DESIGN 9

 001 DIGITAL AUDIO AND DIGITAL VIDEO 9

 002 PRESENTATION SOFTWARE 9

 003 MULTIMEDIA AUTHORING SOFTWARE 9

FUNCTIONAL AREA 4- DIGITAL PRODUCTION OPERATIONS 10

 001 DIGITAL PRODUCTION EQUIPMENT OPERATIONS 10

 002 POST PRODUCTION OPERATIONS 10

FUNCTIONAL AREA 5 - TACTICAL IMAGERY PRODUCTION SYSTEM..... 11

 001 TIPS BASIC OPERATION 11

 002 TIPS PRODUCTION 11

FUNCTIONAL AREA 6 - ADMINISTRATION 12

 001 ADMINISTRATION 12

REFERENCES..... 13

TRAINING PROGRAM OF INSTRUCTION

Preface

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

TITLE: BASIC MULTIMEDIA REPRODUCTION COURSE - USMC

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

SPECIALTY AWARDED: USMC - 4612 Combat Camera Production Specialist

PURPOSE: The purpose of this course is to provide students with the required skills to perform and fulfill the duties and responsibilities of an entry-level combat camera production specialist.

TRAINING METHODOLOGY: BMRC-USMC is a resident program consisting of over 10 weeks of daily instruction. The course is an instructor-led program with strict deadlines and graded activities. Students attend lectures and demonstrations and participate in practical exercises and performance based projects. Each functional area of instruction will incorporate its own series of written and/or performance examinations. The course culminates in a capstone event where the student will apply the skills s/he has learned in a field training environment.

COURSE DESCRIPTION: This course provides military and selected civilian personnel with training that will develop basic skills and practical application of the principals of realistic drawing, perspective, and the fundamentals of layout and design, including color theory and the anatomy and use of typography. Students also develop the technical knowledge and skills to use industry standard computer graphics software, including vector and raster based graphic design software, and desktop publishing software to conceive and create visual products for use in both print and projected media in a broad range of output areas. All students learn the fundamentals and use of presentation, digital audio/video and authoring software to create interactive multimedia products. Training also includes electronic scanning to convert analog products for use in digital graphic and multimedia design, as well as the basics of color management in the digital design and production process. In print production, students develop the basic skills and technical knowledge to manage print workflow, prepare hard copy and digital documents for hard copy output, and to operate bindery and digital production equipment, including color management for RIP-based printing and quality control. The course culminates in a final capstone exercise, where students perform set up, operation and break down of the Tactical Imagery Production System (TIPS), and apply the knowledge, skills and abilities developed throughout the course to produce multimedia and printed products in a field environment.

PREREQUISITES:

USMC: Armed Services Vocational Aptitude Battery – GT 100.

Civilian: Must be a US government employee working in the visual information or digital print production career fields.

International: Not eligible to attend this course.

CLASS SIZE:

MAXIMUM	15
MINIMUM	6
COURSE CAP	45

COURSE LENGTH: 52 days

ACADEMIC HOURS:	417 hrs
ADMINISTRATIVE HOURS:	8 hrs
TOTAL COURSE HOURS:	425 hrs *

* (Includes 36 hours of FTX conducted over 3 training days).

TYPE/METHOD OF INSTRUCTION:

1. Lecture (L)	34 hrs
2. Demonstration (D)	36 hrs
3. Demonstration/Performance Exercise (PE)	49 hrs.
3. Performance Exercise (PE)	205 hrs
4. Computer Aided Instruction (CAI)	8 hrs
5. Examination (E)	85 hrs
Performance Examination (EP)	6 hrs
Written Examination (EW)	79 hrs
6. Administrative Hours (AD)	8 hrs

TRAINING START DATE: January 2012

ENVIRONMENTAL IMPACT: None; DOD policy was followed to assess environmental impact.

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) contains this information.

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

REFERENCES: Available in the last section of this TPI.

INSTRUCTOR/STUDENT RATIO: 1:12 Lecture; 1:12 Written Examination; 1:8 Demonstration; 1:6 Practice Exercise; 1:6 Performance Examination; unless otherwise indicated.

SAFETY FACTORS: Routine, unless otherwise indicated.

FUNCTIONAL AREA 1
ILLUSTRATION AND DESIGN

TPFN: DINFOS-BMRC-001

TERMINAL TRAINING OUTCOME: The instruction and training throughout this functional area prepares the student to perform successfully in a graphics/print shop environment. Students develop a solid foundation in art concepts, drawing techniques, design principles and color theory. They are challenged to solve basic graphic problems through practical projects using current practices and technology. This functional area provides the student with the basic composition techniques they will apply to digital design and multimedia in later functional areas. Students learn about printing regulations, copyright, ethics and security as they apply to producing products within a graphics/print shop. Students learn and apply good customer relations, review and interpret work requests, and prepare products for accessioning using proper captions. In Realistic Drawing, students develop a solid foundation in art concepts, including principles of typography, drawing techniques using basic drawing tools and equipment to create illustrations applying form, proportion, contour, shading and perspective. Students apply these skills during a field training exercise to produce combat documentation. In Layout and Design, students learn and apply the principles of layout and design, developing their ability to think conceptually within the creative process, creating thumbnail sketches and roughs that bring about visual solutions to formal problems of concept and elemental organization. Students apply the principles of color theory, color harmony, and typography to visual products and begin building a body of work for inclusion in a professional portfolio. A written examination and multiple performance examinations will be administered during this functional area. A minimum passing grade of 70 percent is required on all examinations before progressing to the next functional area.

UNITS:

- | | |
|------------|--|
| 001 | Realistic Drawing |
| 001 | Identify safety hazards within a graphics/print shop |
| 002 | Prepare COMCAM products for accessioning |
| 003 | Examine printing regulations and policies (copyright/reproduction) |
| 004 | Prepare a combat camera job request |
| 005 | Explain the components of a portfolio |
| 006 | Define basic terms about realistic drawing |
| 007 | Apply the principles of realistic drawing |
| 008 | Performance Exam Realistic Drawing |
| 009 | Apply the principles of perspective |
| 010 | Produce combat documentation |
| 011 | Performance Evaluation Perspective |
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| 002 | Layout and Design |
| 001 | Identify the anatomy and categories of type |
| 002 | Define basic terms about layout and design |
| 003 | Identify elements of design |
| 004 | Produce a layout and design project |
| 005 | Written Exam Illustration and Design |
| 006 | Performance Exam Layout & Design |

TOTAL TPFN TIME: 120 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

12 L (1:12)

12 D (1:8)

4 D/PE (1:8)

58 PE (1:8)

2 EW (1:12)

32 EP (1:8)

FUNCTIONAL AREA 2
DIGITAL GRAPHIC DESIGN

TPFN: DINFOS-BMRC-002

TERMINAL TRAINING OUTCOME: Students will perform basic computer system operations and file management, including basic operator level maintenance and how to transfer graphical data from server to server, using methods such as File Transfer Protocol (FTP) and Fast File Transfer (FFT). Students build on the basic drawing knowledge, skills and abilities developed in functional area one, learning how to apply these same skills in a digital environment. Students will create digital graphic products that demonstrate their understanding of the elements and principles of digital layout and design, including the design process, principles of typography, fundamentals of digital color theory, and color management of various input and output devices such as monitors, scanners, and printers. Through performance exercises mirroring real-world scenarios, students learn the differences in applied digital art by creating original design products using vector-based and raster-based graphic design software. Students learn to edit images, apply image/data compression and proper file formatting and management, and to use scanners in the creation of multimedia products, demonstrating their knowledge of image ethics in the completion of these tasks. Students also learn and utilize desktop publishing software to combine raster and vector illustrations, text, imagery and design elements to show their ability to create original layouts for print and electronic publishing. A written examination and multiple performance examinations will be administered during this functional area. A minimum passing grade of 70 percent is required on all examinations before progressing to the next functional area.

UNITS:

- 001 Computer Fundamentals**
 - 001 Define basic terms about computer hardware and software
 - 002 Identify basic troubleshooting procedures
 - 003 Perform computer systems and file management
 - 004 Explain how to transmit data via telecommunications

- 002 Digital Page Layout and Design**
 - 001 Identify the fundamentals of digital color theory and color harmony
 - 002 Define characteristics and principles of input and output devices
 - 003 Perform color management of input and output devices
 - 004 Identify elements of digital layout and design

- 003 Vector-based Graphic Design**
 - 001 Define basic terms about vector based graphic design
 - 002 Use vector based graphic design software
 - 003 Performance Exam Vector-based graphic design

- 004 Image Editing/Raster-based Design**
 - 001 Apply image/data compression (lossy/lossless)
 - 002 Use a scanner to import analog images
 - 003 Define basic terms about raster-based graphic design
 - 004 Define basic terms about image ethics and image editing
 - 005 Use raster-based image design software
 - 006 Performance Exam Raster-based Design

005

Desktop Publishing

- 001 Define basic terms about desktop publishing
- 002 Use elements of digital page layout and design
- 003 Apply vector and raster techniques to create hard copy desktop publishing project
- 004 Written Exam Digital Graphic Design
- 005 Performance Exam Desktop Publishing

TOTAL TPFN TIME: 135 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

- 16 L (1:12)
- 11 D (1:8)
- 17 D/PE (1:8)
- 70 PE (1:8)
- 4 CAI (1:8)
- 2 EW (1:12)
- 13 EP (1:8)

FUNCTIONAL AREA 3
MULTIMEDIA DESIGN

TPFN: DINFOS-BMRC-003

TERMINAL TRAINING OUTCOME: The instruction and training throughout this functional area builds on the knowledge, skills and abilities developed in earlier functional areas and introduces new concepts of presentation, animation and interactive multimedia. Students learn the skills necessary to utilize presentation software in the creation of electronic multimedia presentations. Students will create multimedia projects incorporating projected media, basic animation, digital audio and video, and hypermedia. Students will gain a foundation and knowledge of the basic terms and principles of multimedia design including, authoring, audio, video and animation. Students will demonstrate proficiency in the use of multimedia and animation software, recordable media, and internal/external archived images to create an interactive multimedia project. Students apply critical and creative thinking to resolve authentic multimedia authoring challenges as they add animation and interaction to interface 2-D graphics in a 3-D environment. Students will assemble a digital portfolio of work representative of the manual, digital, and multimedia graphics skills gained throughout the course. A written examination and multiple performance examinations will be administered during this functional area. A minimum passing grade of 70 percent is required on all examinations before progressing to the next functional area.

UNITS:

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|------------|--|
| 001 | Digital Audio and Digital Video |
| 001 | Define basic terms for digital audio and digital video files |
| 002 | Use digital audio and digital video software |
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| 002 | Presentation Software |
| 001 | Define basic terms and characteristics of electronic presentation software |
| 002 | Use presentation software to create an electronic presentation that incorporates multimedia and hypermedia |
| 003 | Performance Exam Presentation Software & AV |
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| 003 | Multimedia Authoring Software |
| 001 | Define basic terms, concepts, and procedures for multimedia authoring and animation |
| 002 | Use multimedia-authoring software to produce a multimedia project |
| 003 | Assemble a portfolio |
| 004 | Written Exam Multimedia Design |
| 005 | Performance Examination Multimedia Authoring Software |

TOTAL TPFN TIME: 65 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

- 4 L (1:12)
- 28 D/PE (1:8)
- 17 PE (1:8)
- 4 CAI (1:8)
- 2 EW (1:12)
- 10 EP (1:8)

FUNCTIONAL AREA 4
DIGITAL PRODUCTION OPERATION

TPFN: DINFOS-BMRC-004

TERMINAL TRAINING OUTCOME: In this functional area, students develop the basic skills and technical knowledge to operate digital production equipment and to perform post-production finishing operations using in-line and traditional bindery equipment, as well as color management principles and procedures for RIP-based printing. Students learn basic print shop operations, including workflow, preparation and review of combat camera job requests, equipment operation and maintenance, job planning, and different print production methods. Students apply their understanding of the characteristics and principles of color management through the calibration of input and output devices, the use of color management hardware and software, and the application of color profiles and color working spaces to images across all color devices, both input and output. Students will learn and apply proper procedures for evaluation and quality control throughout the production process. Students learn the technical fundamentals of producing professional quality print publications, and using various performance exercises, apply their knowledge of all aspects of digital print and post-production equipment to produce high quality printed products using both black and white and digital color presses. Students learn each phase of the digital production process, including choosing paper, color matching, managing production workflow, digital scanning, and corrections to existing documents. Multiple performance examinations will be administered during this functional area. A minimum passing grade of 70 percent is required on all examinations before progressing to the next functional area.

UNITS:

001	Digital Production Equipment Operations
001	Identify basic printing and production terms and procedures
002	Describe basic operating procedures for B&W and color production equipment
003	Demonstrate document editing procedures using digital production peripherals
004	Perform quality control
005	Produce printed product using digital production equipment
002	Post Production Operations
001	Identify safety procedures associated with bindery equipment
002	Set up bindery equipment
003	Identify basic troubleshooting techniques for bindery equipment
004	Replace bindery equipment consumables
005	Operate bindery equipment
006	Performance Exam Digital Production Operations

TOTAL TPFN TIME: 61 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

1 L (1:12)
9 D (1:8)
43 PE (1:8)
8 EP (1:8)

FUNCTIONAL AREA 5
TACTICAL IMAGERY PRODUCTION SYSTEM

TPFN: DINFOS-BMRC-005

TERMINAL TRAINING OUTCOME: This functional area encompasses a final capstone exercise, where students perform set up, operation and break down of the Tactical Imagery Production System (TIPS), and apply the knowledge, skills and abilities developed throughout the course to produce multimedia and printed products in a field environment. The instruction and training provides the student with the fundamental skills necessary to successfully operate in a Tactical Imagery Production System (TIPS) in full compliance with pertinent and applicable OSHA, Federal, State and Local codes, standards, and regulations. Students will practice the deployment requirements and operation capabilities of the TIPS within a field environment and will safely set up, power up, operate and break down both the Reproduction and Multimedia Containers. Students will use the production workstations, post-production equipment, associated software and peripherals to meet Combat Camera customer requirements in a field environment. A pass/fail performance examination covering the above tasks will be administered as part of this block of instruction.

UNITS:

001	TIPS Basic Operation
001	Identify TIPS components and capabilities
002	Set up TIPS
003	Initiate power up procedures
004	Perform operation check
005	Perform TIPS breakdown
002	TIPS Production
001	Operate production equipment
002	Perform color management
003	Produce reprographic products
004	Produce a COMCAM product
005	Conduct print production
006	Conduct post production
007	Performance Exam TIPS Production System

TOTAL TPFN TIME: 36 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

1 L (1:12)
4 D (1:8)
17 PE (1:8)
14 EP (1:8)

FUNCTIONAL AREA 6
ADMINISTRATION

TPFN: DINFOS-BMRC-006

UNITS:

001	Administration
001	In-Processing / Orientation
002	Course Critique
003	Out-Processing
004	Graduation

TOTAL TPFN TIME: 8 hours

TPFN HOURS/METHOD OF INSTRUCTION/INSTRUCTOR-STUDENT RATIO:

8 AD (1:12)

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- (1984) SECNAVINST 5600.20: *Graphic Design Standards*.
- (1985) NAVEDTRA 10472: *Illustrator Draftsman Manual*.
- (1985) SECNAVINST 5602.6A: *Official Letterhead Stationery*.
- (1988) SECNAVINST 5870.5: *Permission to Copy Materials Subject to Copyright*.
- (1990) JCP 26: *Government Printing & Binding Regulations*.
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- (1993) Marine Corps Order P5600.31G: *Marine Corps Publications and Printing Regulations*
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