

TRAINING PROGRAM OF INSTRUCTION (TPI)

FOR

DINFOS - CGPAC - CG
Coast Guard Public Affairs Course



Approved by:

Commandant Defense Information School
Supersedes TPI dated 6 February 2014



**COAST GUARD PUBLIC AFFAIRS COURSE
TRAINING PROGRAM OF INSTRUCTION**

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TRAINING PROGRAM OF INSTRUCTION

Preface

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

TITLE: COAST GUARD PUBLIC AFFAIRS COURSE

TRAINING LOCATION: Defense Information School, Fort Meade, MD

PURPOSE: This course provides professional development to selected Coast Guard personnel in the principles, techniques and skills required to conduct a unit public affairs program and public information operations.

TRAINING METHODOLOGY: CGPAC-CG is a resident program consisting of five days of instruction. The course is instructor led with strict deadlines and graded activities. Students attend lectures and participate in practical exercises and performance-based projects.

COURSE DESCRIPTION: CGPAC-CG incorporates the instructional elements of communication theory, external affairs policy, tactics, techniques and procedures (TTP), and the practical application of TTP. The course provides students with a basic overview of communication theory as it relates to mass communication and external affairs, and established policies that provide guidance on conducting external affairs. The course provides students with the tools to conduct external affairs at the unit level and operate within a Joint Information Center (JIC) if necessary.

SERVICE PREREQUISITES:

Service	Prerequisites:	Notes:
USCG		
Officer	O-1 and above	
Enlisted	E-4 and above	
Civilian	GS-11 and above	Must be serving in an operational, collateral duty, or civilian public affairs officer position (1035 series).
International		
N/A		
Interagency		
N/A		

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

CLASS SIZE:

Maximum	30 students
Minimum	20 students
Annual capacity	90 students

COURSE LENGTH:

Academic Hours	32 hours
Administrative Hours	5 hours

Total Course Length 37 hours, 5 days

TYPE/METHOD OF INSTRUCTION:

Lecture (L)	21 hours
Performance Exercise (PE)	6 hours
Exam Performance (EP)	4 hours
Written Exam (EW)	1 hour
Administrative (AD)	5 hours

COURSE MEASUREMENT PLAN: Located in the Course Training Standard.

TRAINING START DATE: January 25, 2016

ENVIRONMENTAL IMPACT: No environmental impact.

MANPOWER: The Inter-Service Training Review Organization (ITRO) 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
COAST GUARD PUBLIC AFFAIRS

TRAINING OUTCOMES:

UNIT 001 INTRODUCTION TO COAST GUARD PUBLIC AFFAIRS: Students discuss the Coast Guard Public Affairs Program; guidelines for releasing information; media and elements of news; news releases; organization and techniques required to present a formal news briefing; and Joint Information Center (JIC) operations. Students also learn the elements of crisis communication, and how to identify effective responses.

FUNCTIONAL AREA 002
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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