



DEPARTMENT OF DEFENSE
DEFENSE MEDIA ACTIVITY
DEFENSE INFORMATION SCHOOL
6500 MAPES ROAD
FORT MEADE, MD 20755-5620

Welcome to the Joint Contingency Public Affairs Course

DESCRIPTION

Welcome to the Joint Contingency Public Affairs Course (JCPAC). JCPAC instruction emphasizes PA integration in the Joint Planning Process (JPP) at the operational level. To achieve learning objectives, students will navigate a multi-day contingency based exercise and complete lessons in JPP, communication research and analysis, stakeholder analysis, strategic foresight, and information disorder.

This course demands that you bring foundational communication expertise and the desire to expand your strategic thinking and planning skill sets. Students who fail to meet a minimum 70% on graded assignments will be disenrolled from the course.

The typical training day is from 0800 to 1600 EST. But on certain days, the course may start earlier or end later. This course moves very quickly. **Commands must agree to release their service members participating in a course from normal military duties to focus full time on their training.** Note that the scenario portion of the class does not include scheduled lunches, though there is ample time to take lunch. Lunch must be taken in coordination with teammates.

KEY COURSE EVENTS

In addition to class instruction, this course includes a unique opportunity to participate in an exercise solely designed to stress and test your communication skill set as well as your confidence and competence in infusing communication into operational planning. During the exercise portion of JCPAC, you will be called upon to execute fundamental public affairs and communication strategy duties, demonstrate your understanding of joint staff interaction, strategically think through and perform rapid, complex problem solving, anticipate and guide course of action development, conduct planning and align with members of a joint staff, and make recommendations to operational staff and the commander. JCPAC places strong emphasis on strategic thinking skills; be prepared to demonstrate your ability to work as a small unit and engage in professional, joint interaction to support a deployed JTF commander. The exercise staff includes senior subject matter experts in operations, intelligence, civil affairs, information operations, and other disciplines.

While one emphasis of the course is on learning to be an effective staff officer, there is also continuous engagement with key stakeholders and interaction with role players. Digital media simulation allows you to practice digital engagement. Be prepared to plan, organize, execute and assess your communication activities via video chat and messaging services.

An informal graduation takes place on the final training day. Do not schedule flights departing from Baltimore/Washington International (BWI) Thurgood Marshall Airport prior to 1800 on the final training day. You will not be released early.

PREPARATION AND FAMILIARIZATION

Students not familiar with joint planning are encouraged to review the steps of the joint planning process available in [Joint Publication 5-0, Joint Planning, Chapter III](#) and read the executive summary in [Joint Publication 3-0, Joint Operations](#) to become more familiar with operational capabilities. In addition, students will benefit from understanding that the course exemplifies the concepts introduced in [Joint Concepts for Operating in the Information Environment](#). The [Joint Concept for Human Aspects of Military Operations](#) will provide students a greater understanding of the human terrain in joint operations. Students are also encouraged to peruse the DINFOS [Pavilion](#) site to learn more about topics such as Complex Adaptive Systems Thinking, PESTLE (political, economic, social, technology, legal, environmental) research, information-related capabilities and key joint publications. Pavilion is a public-facing site available to all personnel regardless of status. Finally, students should refresh their knowledge on [Joint Publication 3-61, Public Affairs](#).

Sharing experiences and best practices with your fellow students is one of the benefits of attending the course. Feel free to bring material with you from your present and previous assignments that you may find useful during the exercise, such as checklists, standard operating procedures, briefing slides, PA Annexes, etc. However, please be prepared to have standard public affairs and communication strategy practices enhanced with activities that build strategic and critical thinking.

REASONABLE ACCOMMODATIONS

If you require reasonable accommodations, please inform the Registrar (dma.meade.dinfos.list.registrar@mail.mil) as soon as possible so the office can work with the training department and logistics to provide needed resources on training day one.

EQUIPMENT AND TECHNOLOGY

Students will be provided a DINFOS computer, but feel free to bring your own device if you have one at your disposal. Wi-Fi will be available inside of DINFOS. If you do bring a computer, it should be loaded with Microsoft Word, PowerPoint and a web browser (preferably Google Chrome).

Students who have not used Google apps, such as Google email, Classroom, Hangouts, documents, etc., please watch the first four minutes of this [introductory video](#). Students will receive an @dinfos.edu email address, which will provide access to these Google apps during the course. Students must have completed their annual Cyber Security Awareness Challenge in order to access DINFOS computer systems. **Please have both a hard copy and access to an electronic copy available on Training Day One.**

LATE ARRIVALS

Students arriving late risk losing their course reservation to a person on the "standby" list. If you are going to be late, contact the DINFOS Registrar's Office at (301) 677-4343.

ABSENCE POLICY

Absences for non-emergency, personal reasons are not normally approved. Clear your schedule now. Absence requests will be reviewed individually and granted for emergencies only.

UNIFORM AND CLOTHING REQUIREMENTS

DINFOS military students are expected to maintain their personal appearance in accordance with applicable service regulations. Civilians are expected to be professional in appearance.

For Daily Wear:

- All Services: Current Duty Uniform. Flight suits are not an authorized uniform at DINFOS. See service specific guidelines at: [uniform policies](#)
- Students are required to wear dress uniforms (without service coat) on the last Friday of the month.
- Civilians: Business casual. No jeans.

QUESTIONS

For questions regarding orders, billeting, lodging, student det in-processing, rental cars, healthcare, dining facility, pay, etc., please work with your training POC in your organization. You can also contact the DINFOS registrar at dma.meade.dinfos.list.registrar@mail.mil to provide further guidance.

We look forward to working with you during JCPAC. Your instructors--experienced, demanding, and dedicated--work hard to ensure you have an enriching experience and leave DINFOS equipped to handle whatever missions you may face in the future.

Strength Through Truth