

**TRAINING PROGRAM OF INSTRUCTION (TPI)**  
**FOR**  
**BSP**  
**BASIC STILL PHOTOGRAPHY COURSE**

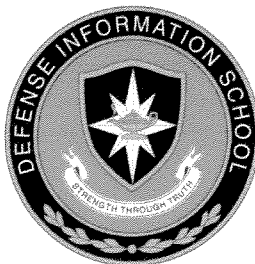


Approved by:

*Garyl L. Keck*  
GARY L KECK  
Col, US Army  
Commandant

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Commandant Defense Information School  
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# BASIC STILL PHOTOGRAPHY COURSE

## TRAINING PROGRAM OF INSTRUCTION

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## TRAINING PROGRAM OF INSTRUCTION

### Preface

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

**TITLE:** Basic Still Photography

**TRAINING LOCATION:** Defense Information School, Fort Meade, MD

**SPECIALTY AWARDED:**

USA: 25V - Combat Documentation/Production Specialist (after successful completion of VPD)

USAF: 3N034 - Still Photographer

USMC: 4641 - Combat Photographer

**PURPOSE:** To provide entry-level training in the basic fundamentals of still photography and electronic imaging techniques.

**COURSE DESCRIPTION:** The BSP course provides instruction in theory and application of photographic fundamentals, captioning, optics, light sources, camera operations for controlled and uncontrolled photography, exposing, processing, and printing color images. Electronic imaging with digital cameras, imaging and graphic software, image transmission, archiving, and editing are trained in theory and hands-on applications for documentation and communicating DoD themes and messages.

**PREREQUISITES:** Validation of student authentication is through the Army Training Requirements and Resources System (ATTRS).

Requests for waiver of prerequisites must be routed through the appropriate career field manager to the DINFOS Commandant and must be approved prior to student's acceptance into training.

Service	Enlisted
USA:	ASVAB EL score of 93 and ST score of 91 or higher. Must have normal color vision. Must have depth perception. Must have normal binocular vision for fine close work as determined by the Armed Forces Vision Tester. Must follow on to DINFOS-VPD course. Must be eligible for secret clearance. Required to be a US citizen effective 1 October 2011 for all soldiers.
USAF:	AFAQE score of 43. Must have distant visual acuity correctable to 20/20 with normal color vision.

	Must be eligible for secret clearance.
<b>USMC:</b>	GT score of 100 or higher. Must have normal color vision. Must be eligible for secret clearance. Must be a US citizen.
<b>International:</b>	Must have an English Comprehension Level (ECL) of 70. Must have distant visual acuity correctable to 20/20 with normal color vision.
<b>Civilian:</b>	Must be in a GS 1035, 1060, 1071 or 1084 series position requiring photography skills. Must have visual acuity correctable to 20/20 with normal color vision. Must be able to carry associated photography equipment weighing 20 lbs.

**SECURITY CLEARANCE:** None Required

**CLASS SIZE:**

MAXIMUM 24

MINIMUM 8

**COURSE LENGTH:** 60 days

ACADEMIC HOURS:	459 hours
ADMINISTRATIVE HOURS:	21 hours
TOTAL COURSE HOURS:	480 hours

**TYPE/METHOD OF INSTRUCTION:**

Type/Method	Hours
Lecture (L)	49 hours
Demonstration (D)	12 hours
Performance Exercise (PE)	326 hours
Written Exams (EW)	24 hours
Performance Examination (EP)	48 hours
Administrative Hours (AD)	21 hours

**TRAINING START DATE:** 7 September 2010

**ENVIRONMENTAL IMPACT:** None, DOD policy was followed to assess the environmental impact.

**MANPOWER:** The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required for this course.

**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 on page 14 of this TPI

**INSTRUCTOR/STUDENT RATIO:** 1:24 Lecture, 1:24 Demo; 1:6 Performance Exercise, 1:12 Exam Written, 1:12 Exam Performance

**SAFETY FACTORS:** ROUTINE

## **FUNCTIONAL AREA 1**

### **PHOTOGRAPHIC FUNDAMENTALS**

**TPFN: DINFOS-BSP-001-**

**TERMINAL TRAINING OUTCOME:** *The instruction and training throughout this functional area provide the foundation and knowledge necessary for visual information assignments supporting still photographic documentation of training and operations, public affairs and joint operations throughout the Armed Forces. The student learns the fundamental elements of function and processes used in still photography. Emphasis is placed on establishing individual habits of safety and security balanced with the crucial requirements of being a military photographer. The student is introduced to fundamentals of safety, security and service related administrative procedures and publications. Light and color theories are presented to the student with emphasis on their relationship to still photography. Concepts and techniques of basic computer and photographic software are introduced with emphasis on maintaining DOD ethical standards during the electronic imaging processes. The student is introduced to the critical concepts of digital camera operations, photographic exposure, composition, focus, depth of field, lenses and filters necessary to perform as a still photographer. The student is trained to write captions while adhering to the DOD standard. The student is prepared and oriented to begin developing individual skills to accomplish apprentice competence in the full spectrum of digital still photography. The minimum passing score is 70 percent on all written exams and performance exams to complete this functional area.*

#### **UNITS:**

##### **001 ADMINISTRATION INFORMATION**

- 001 Identify and define safety standards and practices
- 002 Explain security issues and applications
- 003 Identify and explain service-related administrative procedures and publications

##### **002 LIGHT AND COLOR THEORY**

- 001 Identify the basic theory of light
- 002 Explain color theory
- 003 Written exam and critique units 1-2 (EW)

##### **003 COMPUTER BASICS AND ETHICS**

- 001 Operate a computer workstation with imaging and caption software
- 002 Identify DoD guidelines concerning ethics, copy right restrictions and other legal issues affected by electronic imaging processes

003 Performance exercise and critique (PE)

**004 DIGITAL CAMERA OPERATIONS**

001 Use digital camera to record/acquire images

002 Performance exercise and critique (PE)

**005 EXPOSURE**

001 Determine equivalent exposure

002 Performance exercise and critique (PE)

003 Written exam and critique units 3-5 (EW)

**006 LENSES AND FILTERS**

001 Use photographic lenses to control image size, depth of field, and focus

002 Demonstrate the effects and limitations of neutral density, polarizing, and haze/ultraviolet filters

003 Performance exercise and critique (PE)

**007 COMPOSITION**

001 Apply the basic elements of composition to enhance images

002 Performance exercise and critique (PE)

**008 CAPTIONS**

001 Write captions and cutlines

002 Performance exercise and critique (PE) modules

003 Written exam and critique units 6-8 (EW)

004 Performance exam and critique units 1-8 (EP)

**TOTAL TPFN TIME: 152 hours**



## **FUNCTIONAL AREA 2**

### **TECHNICAL IMAGING**

#### **TPFN: DINFOS-BSP-002-**

**TERMINAL TRAINING OUTCOME:** *The instruction and training throughout this functional area provide the foundation and knowledge necessary to perform the essential skills needed to gather technical still photographic imagery for the Armed Forces. The student is taught direct and off camera flash techniques using electronic flash and close-up photography using a ring flash and macro lens. The student is introduced to color printing and through practical exercise produces properly color balanced prints. The student gains knowledge for the photographic requirements necessary to support material deficiency reports. The student is oriented to the basic requirements for documenting legal and criminal investigations, ground and aircraft accident scenes and the legal requirements for processing and management of the resulting products. The minimum passing score is 70 percent on all written exams and performance exams to complete this functional area.*

#### **UNITS:**

##### **001 FLASH TECHNIQUES**

- 001 Use direct and off-camera flash techniques/ring flash
- 002 Performance exercise and critique (PE)

##### **002 MACRO PHOTOGRAPHY**

- 001 Produce photos using a macro lens
- 002 Performance exercise and critique (PE)
- 003 Written exam and critique units 1-2 (EW)

##### **003 COLOR PRINTING**

- 001 Produce color prints
- 002 Performance exercise and critique (PE)

##### **004 LEGAL AND CRIMINAL INVESTIGATIONS**

- 001 Photograph legal and criminal investigations
- 002 Performance exercise and critique (PE)
- 003 Written exam and critique units 3-4 (EW)
- 004 Performance exam and critique units 1-4 (EP)

**TOTAL TPFN TIME:** 88 hours

### **FUNCTIONAL AREA 3**

#### **STUDIO PHOTOGRAPHY**

**TPFN: DINFOS-BSP-003-**

**TERMINAL TRAINING OUTCOME:** *The instruction and training throughout this functional area provide the foundation and knowledge necessary to perform studio still photography for the Armed Forces. The student is trained to use a flash meter to determine exposure and lighting ratios in a still photographic studio. Through practical exercises the student uses posing techniques to produce technically sound passport photos, ISOPREP photos and portraits in the still photo studio. The minimum passing score is 70 percent on all written exams and performance exams to complete this functional area.*

#### **UNITS:**

##### **001 STUDIO TECHNIQUES**

- 001 Use flash meter to determine flash exposure techniques
- 002 Use posing techniques to take portraits, passport, and ISOPREP
- 003 Performance exercise and critique (PE)
- 004 Written exam and critique unit 1 (EW)
- 005 Performance exam and critique unit 1 (EP)

**TOTAL TPFN TIME:** 48 hours

**FUNCTIONAL AREA 4**  
**COMBAT OPERATIONAL PHOTOGRAPHY**

**TPFN: DINFOS-BSP-004-**

**TERMINAL TRAINING OUTCOME:** *The instruction and training throughout this functional area prepares the student to photograph military operations for the Armed Forces. Through practical exercises the student photographs military operations during the day and at night employing night vision devices with emphasis on safety and security during military operations. The student is introduced to various methods for image transmission, prepares a mission debrief and electronically transmits imagery from a simulated combat environment maintaining DIMOC accessioning standards. The minimum passing score is 70 percent on all written exams and performance exams to complete this functional area.*

**UNITS:**

**001 COMBAT CAMERA**

- 001 Photograph military operations in a simulated combat environment
- 002 Photograph simulated military operations employing night vision devices
- 003 Performance exercise and critique (PE)

**002 IMAGE TRANSMISSION AND ACCESSIONING**

- 001 Transmit images from a simulated combat environment
- 002 Performance exercise and critique (PE)

**003 MISSION DEBRIEF**

- 001 Prepare presentation using electronic software
- 002 Performance exercise and critique (PE)
- 003 Written exam and critique units 1-3 (EW)
- 004 Performance exam and critique units 1-3 (EP)

**TOTAL TPFN TIME:** 72 hours

## FUNCTIONAL AREA 5

### PICTURE STORY

**TPFN: DINFOS-BSP-005-**

**TERMINAL TRAINING OUTCOME:** *This functional area fully assesses and critiques all academic and performance requirements. The student develops and photographs a scripted picture story assignment and exercises advanced image enhancement techniques while maintaining DOD ethical standards with limited supervision. The student learns advanced photographic techniques including how to document personality portraits, news photography, sports photography, feature photos and pictorial photos with an emphasis on telling the DOD story. All of the skills, processes and creative techniques practiced up to this point are applied and evaluated. Training methodology expands, reinforces and increases standards of achievement for both process and products. During this final capstone event the student prepares, shoots, captions and prints a documentary picture story assignment and performs fully within the parameters of a military photographer expected by the Armed Forces. The minimum passing score is 70 percent on all written exams and performance exams to complete this functional area.*

#### UNITS:

##### 001 PHOTOGRAPHIC ASSIGNMENTS

- 001 Photograph and print a personality portrait
- 002 Performance exercise and critique (PE)

##### 002 PICTURE STORY ASSIGNMENT

- 001 Develop and photograph a scripted story idea applying controlled and uncontrolled action techniques
- 002 Performance exercise and critique (PE)
- 003 Perform image enhancement by using a computer work station with imaging and caption software
- 004 Performance exercise and critique (PE)
- 005 Assemble a picture story presentation using layout software
- 006 Performance exercise and critique (PE)
- 007 Written exam and critique units 1-2 (EW)
- 008 Performance exam and critique units 1-2 (EP)

**TOTAL TPFN TIME:** 99 hours

**FUNCTIONAL AREA 6**  
**COURSE ADMINISTRATION**

**TPFN: DINFOS-BSP-006-**

**TERMINAL TRAINING OUTCOME:** *During this time student records will be created, updated and archived. The student receives course orientation, completes surveys, performs individual out-processing, and practices and performs a formal graduation ceremony.*

**UNITS:**

**001 Course Opening**

- 001 In-processing / Orientation
- 002 In-processing RQM

**002 Research and Evaluations Solicited Critiques**

- 001 Mid-Course Critique
- 002 End-of-course critique

**003 Course Closing**

- 001 Out-processing general
- 002 Out-processing RQM
- 003 Graduation Rehearsal
- 004 Graduation Ceremony

**TOTAL TPFN TIME:** 21 hours

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