



**DEPARTMENT OF THE ARMY**  
**ARMY PUBLIC AFFAIRS CENTER**  
**4550 PARADE FIELD LANE, SUITE 5650**  
**FORT GEORGE G. MEADE, MD 20755-5650**

SAPA-PAC

12 August 2024

MEMORANDUM FOR Attendees of Intermediate Courses at The Defense Information School, Fort George G. Meade, MD 20755-5620

SUBJECT: Army Student Class Guidance

1. Congratulations on your attendance to the Defense Information School (DINFOS) Intermediate Course:

- a. Intermediate Photojournalism Course (IPC)
- b. Intermediate Public Affairs Specialist Course (IPASC)
- c. Intermediate Motion Media Course (IMMC)
- d. Digital Multimedia Course (DMC)
- e. Visual Information Management Course (VIM)
- f. Joint Intermediate Public Affairs Course (JIPAC)
- g. Joint Contingency Public Affairs Course (JCPAC)

Students will conduct all training at DINFOS located at 6500 Mapes Road, Fort George G. Meade, Maryland.

2. Billeting/Lodging:

- a. The students home unit is responsible for all incidentals associated with attending the course (including, but not limited to: per diem, hotel, and rental car).
- b. All billeting reservations will be completed through Defense Travel System. There is a lodging option located on the installation, IHG Candlewood Suites located at 4690 Cooper Ave, Fort George G. Meade, Maryland, 20755, (410) 874-0852, (410) 674-7700.
- c. Rental cars are funded by your home unit. The need for them depends on the intermediate course you are attending. You are authorized to drive your privately owned vehicles (POV) if CONUS-based.
- d. Due to specific assignment requirements, it is recommended that personnel attending the IPC and IMMC utilize rental cars or POV.

3. It is the decision of the unit to pay full or partial per diem. There is a dining facility located on the installation.

- a. Dining facility hours of operation and location:
  - i. Freedom Inn Dining Hall 8502 Simonds Road, Fort Meade, MD 20755
  - ii. Weekdays: 0700-0900 Breakfast, 1130-1300 Lunch, 1700-1830 Dinner
  - iii. Weekends: 0900-1300 Brunch, 1700-1830 Dinner

4. There is a uniform of the day for all attending courses at DINFOS. Minimum required packing list items include:
  - a. Army Combat Uniform (ACU) in Operational Camouflage Pattern (OCP) x 2
  - b. Army Service Uniform (ASU) or Army Green Service Uniform (AGSU)
    - i. Full dress uniform will be worn on the last Friday of each month from September - February (winter months).
    - ii. Class B uniform with ribbons will be worn on the last Friday of each month March - August (spring/summer months).
  - c. Appropriate business casual and casual civilian attire
  
5. Medical:
  - a. During your attendance to the course, it is recommended to limit all non emergency medical appointments to prevent interference with class time.
  - b. Sick Call is available:
    - i. **Regular Sick Call** is located at Kimbrough Ambulatory Care Center 2480 Llewellyn Ave Fort Meade, MD 1<sup>st</sup> floor room 1F01 (located at the end of the hallway to the left of the information desk). Check-in hours are 0530-0600. For questions call (301) 677-8800
    - ii. **Dental Sick Call** is located at 8472 Simonds Street, Fort Meade, MD. Hours Monday - Friday 0730-0900 and 1230-1430 (walk ins). For urgent dental emergencies (severe pain, swelling, trauma) after duty hours call (410) 320-8169.
  
6. Students must ensure that their DTS orders are properly configured and pay is properly arranged through their **home unit/organization before arrival**.
  
7. Additional Information:
  - a. For all personnel who require assistance with special accommodations, please submit a reasonable accommodation memorandum to the Registrar's Office 10 days prior to the course start date.
  - b. Please contact Ms. Travoune Morris at registrar@dinfos.edu or (301) 677- 4343.
  
8. Point of contact for this memorandum is the Army Public Affairs Center Senior Training Developer NCO, SFC Usry, Rashad at (301) 677-4606 or [rashad.k.usry2mil@army.mil](mailto:rashad.k.usry2mil@army.mil).

STACY M. HOPWOOD  
COL, AG  
Director, Army Public Affairs Center