



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

## Welcome to the Coast Guard Public Affairs Course

### DESCRIPTION

Congratulations for being selected to attend the Coast Guard Public Affairs Course (CGPAC). The Defense Information School (DINFOS), located at Fort George Meade, Maryland, is the center of excellence for training military public affairs practitioners. The Coast Guard enjoys being afforded a course of its own at DINFOS. CGPAC is entirely designed and funded by the Coast Guard with academic advising and classroom support provided by the Department of Defense. CGPAC is a training course in basic public affairs that also teaches Coast Guard members how to use those skills in the response environment.

The primary audience for CGPAC is unit public affairs officers. CGPAC incorporates the instructional elements of basic public affairs and public information training to prepare students to conduct regular public affairs at the unit level and public information activities during contingency operations. The course provides students with a basic overview of public affairs techniques, tactics, and procedures (TTP) then progresses into utilizing those TTPs in public affairs exercises. The goal of CGPAC is to provide students with the basic skills to conduct everyday public affairs and be *Always Ready* to conduct public information efforts during contingencies.

While the Coast Guard Public Affairs Program supports the overall external affairs mission of the Coast Guard, this course focuses heavily on media relations. Our goal is to help students understand the importance of the media and public affairs as an element of operations.

Students who receive orders to this course will be provided guidance on lodging and carpooling once orders have been issued.

### KEY COURSE EVENTS

Graduation takes place on the afternoon of the final training day and is scheduled to conclude by 1600.

### PREPARATION AND FAMILIARIZATION

All students must bring a physical and digital (PDF or JPEG) copy of their Cyber Security Awareness Challenge certificate in order to complete course registration.

All students must also bring proof of COVID vaccination status. An original COVID vaccination card is preferred, but a CGBI printout with name and vaccination status is acceptable.

### REASONABLE ACCOMMODATIONS

If you require reasonable accommodations, please inform the Registrar (dma.meade.dinfos.list.academic-records@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**

You are not required to bring a computer, but it is encouraged if you have one at your disposal. **You will be provided a DINFOS-issued laptop on Day 1.** Wi-Fi is 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.**

## **COURSE CANCELLATION**

If you have to cancel your trip to DINFOS for any reason, please send a message to the FORCECOM Training Quota Management Center (TQC) so your orders can be canceled. If you have questions about how to do this, please contact TQC at (757) 523-6823.

## **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) 677-4648.

## **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 students are expected to maintain their personal appearance in accordance with applicable service regulations.

### **For Daily Wear:**

- The uniform of the day is the ODU.
- The uniform of the day for the last Friday of the month is Tropical Blue Long with Combo Cover. If CGPAC is held during the last Friday of the month, make sure you arrive with both uniforms (Trops and ODUs).

## **DIRECTIONS TO FORT GEORGE G. MEADE**

The address for DINFOS is: 6500 Mapes Road, Fort Meade, MD, 20755. You will need a valid DOD identification card to enter the base.

**Caution:** Mapping software like Google Maps may recommend a route through an unauthorized part of the base (i.e., National Security Agency). Do not proceed past signs saying "NSA EMPLOYEES ONLY." Even with a DOD ID card, you are not allowed to traverse through NSA areas, and you may be detained. To be safe, we recommend you enter through one of these three gates: Reece Road (main gate on the northeast part of the base); Rockenbach Road, also known as MD-713 or Route 713 (on the northern part of the base); or Mapes Road, off of MD-32 or Route 32 (on the southern part of the base).

**Flying:** If you arrive by commercial air, we recommend you fly into Baltimore/Washington International Airport (BWI). Fort George G. Meade is about 10 miles south of the airport. Military transportation is not available. Taxi service is available from BWI to Fort Meade at an estimated cost of \$20 for one person. A rental car may be beneficial if it is authorized on your orders. The other two major airports in the region, Ronald Reagan Washington National (DCA) and Washington Dulles International (IAD) airports, are a considerable distance from Fort Meade. Taxi fare from DCA is approximately \$65, while a taxi from IAD can run as high as \$150.

### **BERTHING/BILLETING/LODGING**

Candlewood Suites (an IHG Hotel) is located on Fort Meade. Please contact them directly at 410-674-7700 for reservations. If lodging is full, the Candlewood staff will provide a list of approved off post lodging. If you encounter problems with your reservation, or have other questions about billeting, please contact your appropriate military detachment.

### **PAY**

Ensure your pay is properly arranged through your unit/organization before you arrive. There is a very limited finance center located on Fort Meade.

### **QUESTIONS**

Please work with your training POC in your organization with any questions or concerns. You can also contact the DINFOS Registrar [dma.meade.dinfos.list.academic-records@mail.mil](mailto:dma.meade.dinfos.list.academic-records@mail.mil) and your [student service detachment](#) at [USCG@DINFOS.edu](mailto:USCG@DINFOS.edu) for any orders, logistics, and or service-related concerns.

We look forward to working with you during CGPAC. 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***