



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

Welcome to the Intermediate Motion Media Course

DESCRIPTION

The Intermediate Motion Media Course (IMMC) provides students with the intermediate knowledge and skills needed to perform the duties required for visual information production assignments supporting video documentation of training and operations, public affairs, joint operations, and studio missions throughout the Armed Forces.

It is a content-heavy course that requires students to maintain a high level of focus for 25 training days. This course is difficult to complete successfully without at least **one-year experience** in video production that includes DSLR shooting and video editing with Adobe software (Premiere, Audition, After Effects).

A typical day of classroom training begins at 0755 and concludes at 1600, with some assignments to be completed after the training day concludes and some weekend hours. The days are long, but the products created in this course are on par with content being produced by our civilian creative media counterparts.

Upon graduation you will achieve an intermediate to advanced level of competence for video production and documentation of military events and features.

KEY COURSE EVENTS

IMMC students are trained in a crawl, walk, run manner through a series of practical assignments with their progress being measured by two written tests and two multimedia production performance evaluations.

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

It is beneficial for students to have a working understanding of Adobe Premiere, Audition, After Effects, and Photoshop. You will create products that incorporate video, audio, lighting, and motion graphics design elements.

Watching basic Adobe After Effects tutorials to become aware of the user interface will help you navigate more easily during the two days of post-production training. Researching and/or having a firm understanding of resolution and frame rates will also help with learning advanced editing techniques such as effects and time remapping.

This course requires you to research and coordinate content on your own. Subjects are not given to you - you must find them. You will be required to find six story ideas with contacts (three main stories / three backups). It is beneficial for time management to research story ideas before you report to class. We encourage you to explore the local area for your

assignments: Maryland (Baltimore, Annapolis, Frederick, etc.), Washington D.C., Virginia, and surrounding areas.

EQUIPMENT AND TECHNOLOGY

Students will be provided with a DSLR camera and video editing laptop. Students will also have access to an electronic stabilizer/Gimbal, jib, dolly, slider, monopod, and GoPro camera. It is recommended that students familiarize themselves with shooting DSLR video by watching online tutorials. We currently use the [Nikon D850](#). Students are authorized to use personal equipment, such as cameras, gimbals, and computers. DINFOS is not responsible for damage to students' personal equipment.

The course will utilize Google Classroom. Students who have not used Google apps, such as Google e-mail, Classroom, Hangouts, documents, etc., are encouraged to watch the first four minutes of this [introductory video](#). Students will receive an @dinfos.edu e-mail 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.

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.

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](#)
- Civilians: Business casual. No jeans.
- Students are required to wear dress uniforms (without service coat) on the last Friday of the month.

For Graduation:

- Graduation is informal and students will wear UOD.

Off Base and on Filming Location

- Business casual clothing (collared shirts, slacks or jeans) that presents a professional image is worn during off-post shoots. Remember you are representing both your service and DINFOS to the local community.

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.

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.

BILLETING/LODGING

Candlewood Suites (an IHG Hotel) is located on Fort Meade. Please contact them directly at 410-674-7700 for reservations. If you are Active-Duty Army, ARNG, and USAR you should already have a reservation in the system. All other branches, ie. Air Force, Navy, Marines, Coast Guard and Civilians will be required to make individual 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.

Please note: All MARINE E5s and below, with the exception of those physically stationed at Ft. Meade will be issued a barracks room and meal card for the duration of their course. Per MCO 10110.47A, any Marine receiving ComRats will have them suspended during this period.

INPROCESSING

Please follow your service specific instructions for prior-service members. These instructions are provided at dinfos.dma.mil under "STUDENT INFO"

RENTAL CARS

Rental Cars are unit funded. DINFOS does NOT provide transportation. We **highly recommend** rental car authorization for every student in order to find story subjects, conduct face-to-face pre-production with their subjects, site surveys of shooting locations, and for the multiple days of shooting expected of the students to accomplish their assignments effectively. Rental vehicles are also recommended in the likely event that students are billeted off-post.

HEALTH CARE

Kimbrough Ambulatory Care Center, located on Fort Meade, is not a full-service hospital and may not be able to provide the health care you require. However, Walter Reed National Military Medical Center and the hospital at Andrews Air Force Base are within driving distance. If you have specific healthcare issues, it would be best to call Kimbrough Ambulatory Care Center and/or your regional Tricare representative before you arrive. For government civilians who are enrolled in a health benefits plan, most plans are accepted at civilian facilities in this area. It is strongly recommended that you contact your insurance provider prior to arrival, in case medical care is needed while you are away from home. You may have to change your Tricare region prior to arrival at Fort Meade. Ensure you bring an adequate supply of any prescription medications.

DINING FACILITY

All Service members on TDY orders MUST follow their orders in regards to MEALS and LODGING. Per Diem is typically not authorized for those lodged on base.

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 and your [student service detachment](#) on Fort Meade for any orders, logistics, and or service-related concerns.

Strength Through Truth