



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 includes training in joint planning, communication research and analysis, strategic foresight, issues management, information disorder, operationalizing public affairs and communication strategy in a contingency environment, providing communication counsel to senior leaders, and assessing communication effectiveness.

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 8 am to 4:30 pm EST. **Commands must agree to release their Service members participating in a course from normal military duties to focus full time on their training.** Clear your schedule to focus solely on lessons and participation. You will read and study after hours, and instructors will be available for individual counseling and group question and answer sessions. 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](#) 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.

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.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 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) 677-4648.

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 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.

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.

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. The Candlewood Suites hotel on base is located within walking distance of DINFOS. However, if you are billeted outside of the installation, a rental car is strongly recommended.

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.

For questions regarding the course content and expectations, students are encouraged to reach out to the JCPAC Lead Instructor: U.S. Navy LT John Georges, jgeorges@dinfos.edu

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