



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

Welcome to the Public Affairs Course for International Students

DESCRIPTION

The Public Affairs Course for International Students (PACIS) is intended for international military and civilian personnel selected by their governments to perform public affairs functions. The curriculum is broadly based on the existing Public Affairs and Communications Strategy - Qualification course taught at the Defense Information School (DINFOS). Rather than emphasize a US-centric approach to military public affairs, this course will compare and contrast US, NATO and UN approaches which can then be adapted to the requirements of individual nations.

PACIS provides basic public affairs skills through lectures, performance exercises, case studies, assigned readings, field trips and guest speakers. Students will acquire a foundation in the latest public affairs concepts, tools and strategies that will be transferable to each nation's military public affairs efforts.

KEY COURSE EVENTS

A typical day of classroom training begins at 7:55 a.m. and concludes at 4:00 p.m. with one hour for lunch. Lab times and reflection times are occasionally included for students to complete work during the school day, however many assignments will require homework or work after class hours. This course places heavy emphasis on performance exercises and students will be required to give interviews on-camera, face-to-face and in radio and television studios. A variety of classroom presentations are also required. Student performances will be evaluated in the classroom by instructors and fellow students.

As a culminating course project, students will develop a communication plan to address a real-world communication challenge faced by their command. This communication plan is worth 50% of the final grade. Student performance exercises will comprise the remaining 50%. All equipment and materials necessary to complete the course will be provided by DINFOS.

Two field trips to Washington, DC, will be organized for visits to the Pentagon, embassies, think tanks and/or other locations.

A formal graduation takes place on the final training day. Do not schedule flights prior to 1800 on the final training day. You will not be released early.

ITEMS TO CONSIDER

Students must achieve an 85 English Comprehension Level and an 2/2 Oral Proficiency Interview and are expected to be proficient in computer use and internet research.

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. Wi-Fi is also available at the Candlewood Suites. If you do bring a computer, it should be loaded with Microsoft Word, PowerPoint and a web browser (preferably Google Chrome).

You must complete the US Department of Defense “Cyber Challenge” training prior to being authorized access to the DINFOS computing network. The “Cyber Challenge” link is: <https://public.cyber.mil/training/cyber-awareness-challenge/> Please **download your certificate upon completion and have available upon arrival to DINFOS.**

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.

REASONABLE ACCOMMODATIONS

If you require special accommodations, please inform the Registrar dma.meade.dinfos.list.academic-records@mail.mil and the International Military Office at dma.meade.dinfos.list.imso@mail.mil or (301) 677-2020 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 regulations. Civilians are expected to be professional in appearance.

Students are required to bring two types of military uniforms: a field uniform for day-to-day classroom instruction, and a dress uniform for graduation and off-campus engagements. Civilian students should bring appropriate business casual attire.

Off Base:

Business casual attire is encouraged for certain off base engagements. Business casual typically consists of slacks/dress pants and a collared shirt for men and a dress, pants/skirt and blouse or collared shirts for women.

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.

TRAVEL TO FORT GEORGE G. MEADE

In most instances, the International Military Officer (IMSO) coordinates the pick-up of International Military Students arriving at local airports.

The recommended airport for arrival is the Baltimore / Washington Thurgood Marshall International Airport.

The address for DINFOS is: 6500 Mapes Road, Fort Meade, MD, 20755.

If you don't have a valid DOD identification card, please have available your Invitational Travel Orders (ITO) indicating training at Fort Meade, a valid passport and your country military ID.

BILLETING/LODGING

The DINFOS IMSO arranges for billeting of the international military students. Efforts are made to lodge students on Fort Meade at the Candlewood Suites Hotel. International military students funded by the Security Assistance Training Field Activity (SATFA) have priority for on base lodging. Students not funded by SATFA can still be lodged at Candlewood Suites however this is based on availability. There are adequate hotels available in the Fort Meade area.

IN-PROCESSING

International military student in-processing takes approximately 3-5 days depending on information required. Students will in-process at the DINFOS IMSO, room 210. Please have all available material to include: flight itineraries; previous pay documentation; passport/visa; and receipts for money spent covering travel.

RECOMMENDED ON-LINE TRAINING PRIOR TO ARRIVAL AT DINFOS

In order to access the student training network, "Cyber Challenge" must be completed and your certificate presented to the IMSO. The training should can be completed prior to arrival at DINFOS or shortly thereafter. The "Cyber Challenge" link is:

<https://public.cyber.mil/training/cyber-awareness-challenge/>

The other training required is the "Counter Insider Threat Training." The "Counter Insider Threat Training" link is: <https://www.dscu.mil/Pages/academics/Guide.aspx?id=43>

QUESTIONS

Please work with your Security Cooperation Officer or your training point of contact in your organization with any questions or concerns. You can also contact the DINFOS Registrar dma.meade.dinfos.list.academic-records@mail.mil or the International Military Student Office at (301) 677-2020, email: dma.meade.dinfos.list.imso@mail.mil

Strength Through Truth