Welcome to the Visual Information Management course!

DESCRIPTION

The Visual Information Management (VIM) Course provides in-depth instruction over 17 training days in the duties needed to manage visual information operations, as well as the principles, techniques and skills required to perform the tasks and functions of a combat camera leader. This is done through the implementation of realistic scenarios to help students think critically in developing plans and procedures to support VI and COMCAM missions. Products developed include: Standard Operating Procedures, Equipment Lifecycle Management & Budgeting Plans, Personnel Audits & Training Plans, COMCAM Appendices, VI & Production Plans, and Fragmentary Orders.

KEY COURSE EVENTS

VIM students will be introduced to different scenarios throughout this course that drive the demonstrations and exams. Working in small groups, student teams will problem-solve realistic issues that affect VI and COMCAM leaders, using what they've learned through course instruction while also allowing for input given their collective real-world experiences in the fleet and field.

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.

CLASSROOM EXPECTATIONS

Students will be required to work in small groups for the duration of the course.

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

PREPARATION AND FAMILIARIZATION

- Refamiliarize yourself with [DoDi 5040.02](#), the [DoD VI Style Guide](#) and [DINFOS Pavilion](#) before class. These are all resources that will either be referenced frequently or be of great value to you through the course as well as after.
- Be prepared to work in small groups as organized by your instructors.

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 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.

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.

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. 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.

Strength Through Truth