



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

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

A typical day of classroom training begins at 0855 and concludes at 1630 EST. 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.registrar@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) 677-4343.

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.
- Students are required to wear dress uniforms (without service coat) on the last Friday of the month.

QUESTIONS

For questions regarding orders, billeting, lodging, student det in-processing, rental cars, healthcare, dining facility, pay, etc., please work with your training POC in your organization. You can also contact the DINFOS registrar at dma.meade.dinfos.list.registrar@mail.mil to provide further guidance.

Strength Through Truth