

DEFENSE INFORMATION SCHOOL

6500 Mapes Road, Fort Meade, Maryland 20755



Mass Communication Foundations Visual Documentation Training Program of Instruction

Training Effective Date: 01 October 2019

JOHN S. HUTCHESON
Col, USAF
Commandant

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Course Description

PURPOSE: To provide entry-level knowledge and skills to all members of the U.S. Armed Forces needed to for still photography and videography support in an uncontrolled environment in support of the commander's intent.

SPECIALTY AWARDED: See individual Service documentation for specialty awarded.

TRAINING METHODOLOGY: Resident only

COURSE DESCRIPTION: The Mass Communication Foundations (MCF) - Visual Documentation is a dual discipline course teaching practical concepts and skills needed by visual information specialists to capture still imagery and motion video in uncontrolled environments such as expeditionary, humanitarian and other contingency operations. Students learn and apply hands-on techniques for documentation and communication of Department of Defense (DOD) themes and messages. This imagery is a fundamental tool for strategic and operational planning and decision-making by DoD leadership. Instruction includes training on techniques for documenting legal and battle damage; capturing investigative, medical and intelligence imagery; using a camera with night vision equipment; and different methods of transmitting imagery in an operational environment. Students also learn the strategic role of photographers and videographers deployed in various operational environments, using an Operations Order and how to prepare and After-Action Report.

Students will develop and apply their skills by completing several scenario-based individual and group exercises. Each scenario is designed to challenge students' decision-making and problem-solving skills. Students prepare mission strategy worksheets from operation briefings to plan their imagery requirements to meet strategic objectives. Students will be expected to complete post-production tasks and transmit imagery within established time constraints. In the capstone event, students will apply their learning to a multi-day uncontrolled action performance exam involving multiple scenarios. Each student will use their imagery from this exercise to prepare and present a mission debrief, and compile a portfolio and demonstration reel of their coursework. Each student will receive feedback and critique on their presentation.

This course consists of both still photography and videography instruction. By Memorandum of Agreement, select service members may participate in parallel tracks for either still photography or videography. Students enrolled in parallel tracks will complete all training concurrent with students enrolled in the dual discipline course. All resources supporting the concurrent tracks are the same as those listed in the Course Design Resource Estimate in this document.

PREREQUISITES: See Army Training Requirements and Resources System (ATRRS) site: <https://www.atrrs.army.mil/atrrscc/>. School code 212.

Preface

REASON FOR NEW TRAINING: Supports tasks selected by the TTSB conducted on 9 August 2017.

IMPLEMENTATION DATE: Training for this course will begin on 1 October 2019, and will be submitted to the appropriate accreditation agencies upon TPI approval by the Commandant.

COURSE DATA: The annual Service input data is a projection for FY 2020 and FY 2021

Course	Length	Student Maximum	Student Minimum	Annual Course Cap	Number of Iterations
MCF - VisDoc (FY20)	22 days	24	12	96	4
MCF -VisDoc (FY21)	22 days	24	12	192	8

MANPOWER:

FY 20 Instructors required: 4

FY 21 Instructors required: 8

EQUIPMENT: See equipment list.

FUNDING: Any new resource and technology equipment requirements for this course, as identified in the development process, will be coordinated by the department through the Directorate of Training and the Directorate of Logistics, as well as the Chief Engineer and Chief of Information Technology (as appropriate) for development of the funding strategy to support this course.

FACILITIES: Resident iterations will be conducted in available classrooms.

BASE OPERATING SUPPORT: There are no new billeting or messing requirements.

POC: The POC for this action is Ms. Mary O’Shea, DINFOS Provost, mary.k.oshea3.civ@mail.mil

Training Task Inventory

Terminal Learning Objective	Competency (K/P)	Training Importance (High – Medium – Low)					
		USA PA	USAF	USN	USMC	USCG	USA VI
- Enabling Learning Objectives	Knowledge/ Performance						
DEMONSTRATE photo and video fundamentals in an operational environment	P			H	H		H
- EXPLAIN the combat camera mission							
- IDENTIFY imagery requirements							
- IDENTIFY parts and uses of a five-paragraph operations order							
- CAPTURE time-sensitive imagery in support of requirements							
- DEMONSTRATE principles of safety in an operational environment							
- CAPTURE uncontrolled action imagery							
- CAPTURE imagery using night vision equipment							
- APPLY visual storytelling techniques							
- DOCUMENT legal and battle damage assessments							
- TRANSMIT and distribute time-sensitive imagery in an operational environment							
DEMONSTRATE workflow in an operational environment	P			H	H		H
- IDENTIFY time constraints							
- IMPORT media to an archive system							
- DETERMINE team responsibilities and considerations on a deployment							
- CONDUCT an After-Action Report (AAR)							
- BATCH EDIT and EXPORT media appropriate for transmission							
- TRANSMIT and DISTRIBUTE imagery in a field environment							
PERFORM sensitive area documentation	P			H	H		H
- PERFORM medical and intelligence photography							
- PERFORM forensic and investigative photography							

Course Training Standard

1. This Course Training Standard applies to tasks selected and mandated by the uniformed services as listed in the TTI signed in August 2017.
2. A thorough learning analysis of these changes and the impact on the delivery of instruction has been conducted. The CDRE reflects required manpower or equipment resources.
3. This task listing provides for the development of lesson plans, training materials, student performance and progress measurements, and the TPI. It has been organized and sequenced and reflects the levels of student competency and projected instructional hours to complete task training.
4. Projected hours have been determined by each unit.

FUNCTIONAL AREA 1 Visual Documentation in an Uncontrolled Environment	COMPETENCY LEVEL
<u>UNIT 1 Capturing Visual Documentation in an Uncontrolled Environment</u>	
TLO 1 Demonstrate photo and video fundamentals in an operational environment	P
ELO 1.1 Explain the combat camera mission	
ELO 1.2 Identify imagery requirements	
ELO 1.3 Identify parts and uses of a five-paragraph operations order	
ELO 1.4 Capture time-sensitive imagery in support of requirements	
ELO 1.5 Demonstrate principles of safety in an operational environment	
ELO 1.6 Capture uncontrolled environment imagery	
ELO 1.8 Apply visual storytelling techniques	
TLO 2 Demonstrate workflow in an operational environment	P
ELO 2.3 Determine team responsibilities and considerations on deployment	
	Unit 1 Hours: 36
<u>UNIT 2 Sensitive Area Documentation</u>	
TLO 1 Demonstrate photo and video fundamentals in an operational environment	P
ELO 1.9 Document legal and battle damage assessments	
TLO 3 Perform sensitive area documentation	P
ELO 3.1 Perform medical and intelligence photography	
ELO 3.2 Perform forensic and investigative photography	
	Unit 2 Hours: 40
<u>UNIT 3 Workflow in an Operational Environment</u>	
TLO 1 Demonstrate photo and video fundamentals in an operational environment	P
ELO 1.7 Capture imagery using night vision equipment	
ELO 1.8 Apply visual storytelling techniques	
ELO 1.10 Transmit and distribute time-sensitive imagery in an operational environment	
	Unit 3 Hours: 80
<u>UNIT 4 Portfolio and Demonstration Reel</u>	
TLO 1 Demonstrate photo and video fundamentals in an operational environment	P
ELO 1.4 Capture time-sensitive imagery in support of requirements	
ELO 1.6 Capture uncontrolled environment imagery	
ELO 1.8 Apply visual storytelling techniques	
	Unit 4 Hours: 12
	Total Functional Area Hours: 168

FUNCTIONAL AREA 2: ADMINISTRATION

UNIT 1 COURSE OPENING

- DINFOS In-processing
- Course Orientation
- Gear Issue

Total Unit Hours: 4

UNIT 3 COURSE CLOSING

- Gear turn-in
- Out-processing

Total Unit Hours: 4
Total Course Hours: 176

Measurement Plan

1. This Measurement Plan establishes procedures for evaluating student achievement of objectives in the Media Communication Foundations (MCF) Visual Documentation course as mandated by the Training Task Inventory (TTI) resulting from the Training Task Selection Board (TTSB) conducted in August 2017.
2. Evaluation methods. Knowledge-based tasks that support the planning or execution of a graded performance-based task may be assessed using formative assessments such as quizzes, homework, case studies, or small group learning exercises. For grading and reporting purposes, student progress is measured by the following evaluation devices:
 - a. Written (Knowledge) exams
 - b. Performance exams
3. Minimum standard. The minimum passing score for each evaluated item is 70 percent. The maximum score on a re-administered exam meeting the minimum standard is a score of 70 percent. Students must achieve a minimum passing score on each assignment before progressing in the course.
4. List of exams. All terminal learning objectives will be evaluated.
5. Recycle/Elimination. Students are not eligible for recycling, but will instead be recommended for elimination, and the Service is responsible for obtaining a seat in a later iteration.

				Weight
Functional Area 1 – Visual Documentation in an Uncontrolled Environment				
Unit 1: Visual Documentation in an Operational Environment				
Assessment		TLO Tested	Performance Outcome	
VisDoc 1	Performance Exam: Operational Environment Students will produce 10 finished photos and one 30- to 90-second video product from imagery they capture within a simulated operational environment. Imagery of enemy forces and their obstacles are required. All products must be captioned. Students may use any settings except AUTO.	DEMONSTRATE photo and video fundamentals in an operational environment. DEMONSTRATE workflow in an operational environment	Students will CAPTURE uncontrolled action imagery in support of requirements and achieve a minimum grade of 70% IAW the provided rubric.	30 %
Unit 2: Sensitive Area Documentation				
Assessment		TLO Tested	Performance Outcome	
VisDoc 2	Performance Exam: Sensitive Area Documentation Based on multiple scenarios, students on a Combat Camera (COMCAM) or Visual Information (VI) team must successfully capture and submit 10 images they capture within a sensitive area. These images must include at least one image from each scenario: battle damage assessment (BDA), medical, intelligence and investigative. They will also edit, caption and submit a 30- to 60-second video stringer/b-roll of at least one scenario/mission. Students may use any settings except AUTO.	DEMONSTRATE photo and video fundamentals in an operational environment. PERFORM sensitive area documentation.	Students will PERFORM sensitive area documentation and achieve a minimum grade of 70% IAW the provided rubric.	30 %

Unit 3: Workflow in an Operational Environment			
Assessment		TLO Tested	Performance Outcome
Capstone	<p>Performance Exam: Capstone Using any settings except AUTO, students will capture imagery in the field, edit and submit 10 to 15 finished photos and one 60- to 120-second video. All imagery must be captioned. Using this imagery, students will prepare a mission debrief and conduct an AAR for their chain of command.</p>	<p>DEMONSTRATE photo and video fundamentals in an operational environment. DEMONSTRATE workflow in an operational environment</p>	<p>Students will DEMONSTRATE photo and video fundamentals and workflow in an operational environment by delivering a mission debrief and creating a photo/video gallery and achieve a minimum grade of 70% IAW the provided rubric.</p>
			40 %

Course Design Resource Estimate

COURSE DATA:

Programmed Annual Input (FY20)

USA – 37 (38%) USMC – 47 (49%)
 USCG – 0 (0%) USN – 12 (13%)
 USAF – 0 (0%)

Course Length – 22 days
 Total TPI Hours - 176
 Annual Iterations - 4
 Max. Annual Output – 96

Direct Instructional Activities

CURRICULUM BREAKOUT (FY20)						
Type of Training	Students	Instr Req	x	TPI Hours	=	ICH
Administration (AD)	24	2	x	8	=	16
Lecture (L) *	24	3 *	x	10	=	30
Demonstration (D)	24	4	x	11	=	44
Practice Exercise (PE)	24	4	x	119	=	476
Performance Exam (EP)	24	4	x	28	=	112
TOTALS				176	=	678
INSTRUCTOR COMPUTATION:						
Total Instructor Contact Hours					=	678
Projected Iterations					=	4
Annual Instructor Contact Hours (ICH)					=	2712
Annual ICH					=	2712
Supervision, Preparation and related Duties Factor					=	1.26
Factored Annual Instructor Hours					=	3417.12
Factored Annual Instructor Hours					=	3417.12
Monthly Instructor Hours					=	284.76
Monthly Instructor Hours					=	284.76
Computational Value					=	145
Instructors Required					=	1.96386
ITRO Rounding					=	2

* Instructor/student ratio of 1:8 for lecture required to support 55% active learning activities in non-traditional lecture methodology.

Indirect Instructional Activities **

Indirect Instructional Activity (FY 20)					
Discipline	Events	x	Avg Grading Time per Event	=	
Operational Documentation	2	x	8	=	16
Field Training	1		12		12
Total # events				=	28
# of Students				x	24
# of events per iteration				=	672
# of Iterations				x	4
Total events per year				=	2688
Full-Time Equivalent Hours (FTE)				/	1940
Additional Instructors Required				=	1.38556
ITRO Rounding				=	1

** Indirect Instructional Contact addresses grading activity outside the scope of and away from normal classroom activities. Performance events in an operational environment (Field Training) require additional instructor hours to ensure student safety and to provide real-time performance feedback.

RECOMMENDED INSTRUCTOR REQUIREMENTS BY SERVICE:

USA: 1 USMC: 2 USCG: 0 USN: 1 USAF: 0

COURSE DATA:

Programmed Annual Input (FY21)
 USA – 78 (40.6%) USMC – 90 (46.8%)
 USCG – 0 (1.5%) USN – 24 (12.5%)
 USAF – 0 (25%)

Course Length – 22 days
 Total TPI Hours - 176
 Annual Iterations - 8
 Max. Annual Output – 192

Direct Instructional Activities

CURRICULUM BREAKOUT (FY21)						
Type of Training	Students	Instr Req	x	TPI Hours	=	ICH
Administration (AD)	24	2	x	8	=	16
Lecture (L) *	24	3 *	x	10	=	30
Demonstration (D)	24	4	x	11	=	44
Practice Exercise (PE)	24	4	x	119	=	476
Performance Exam (EP)	24	4	x	28	=	112
TOTALS				176	=	678
INSTRUCTOR COMPUTATION:						
Total Instructor Contact Hours					=	678
Projected Iterations					=	8
Annual Instructor Contact Hours (ICH)					=	5424
Annual ICH					=	5424
Supervision, Preparation and related Duties Factor					=	1.26
Factored Annual Instructor Hours					=	6834.24
Factored Annual Instructor Hours					=	6834.24
Monthly Instructor Hours					=	569.52
Monthly Instructor Hours					=	569.52
Computational Value					=	145
Instructors Required					=	3.92773
ITRO Rounding					=	4

* Instructor/student ratio of 1:8 for lecture required to support 55% active learning activities in non-traditional lecture methodology.

Indirect Instructional Activities **

Indirect Instructional Activity (FY 21)					
Discipline	Events	x	Avg Grading Time per Event	=	
Operational Documentation	3	x	8	=	24
Field Training	1		12		12
Total # events				=	36
# of Students				x	24
# of events per iteration				=	864
# of Iterations				x	8
Total events per year				=	6912
Full-Time Equivalent Hours (FTE)				/	1940
Additional Instructors Required				=	3.562886598
ITRO Rounding				=	4

** Indirect Instructional Contact addresses grading activity outside the scope of and away from normal classroom activities. Performance events in an operational environment (Field Training) require additional instructor hours for safety concerns and to provide real-time performance feedback.

RECOMMENDED INSTRUCTOR REQUIREMENTS BY SERVICE:

USA: 3 USMC: 4 USCG: 0 USN: 1 USAF: 0

Classroom and Equipment Requirements

Heavy Classroom Equipment	# Per Classroom	# iterations	# concurrent iterations
Wireless Interface for Mobile Device	1		
Projector, Overhead w/remote	2		
Screen, Overhead Projection	2		
Keyboard and Mouse, Wireless (for overhead)	1		
Photo Printer	2		
Color Monitor 19" (dual) or equivalent large monitor	48		
Chair, Ergonomic	24		
(I) Computer Workstation, Graphics equivalent	1		
(I) Color Monitor 19" (dual) or equivalent large monitor	4		
(I) Docking station with color Monitors, 19" (dual) or equivalent large monitor	1		
(I) Headphones (for grading video products)	2		
(I) Table and Chair, Ergonomic	2		
Cart, rolling	1		
Heavy Classroom Software	# Per Classroom		
Google G-Suite	26		
Internet Browsers	26		
Adobe Creative Suite CC	26		
Microsoft Office	26		
Student Hardware	# Per Student		
Laptop, production	1		
Student Camera Kits	# per Student		
Bag, camera	1		
Digital SLR Camera, min 16.2 MP, capable of still and video capture	1		
Digital Camera Battery and Charger	2		
Lens, 16-35mm f/4g ED (w/ caps and filter)	1		
Lens, 50mm f1.4D (w/ caps and filter)	1		
Lens, AF Micro 60mm f/2.8d	1		
Flash, Macro Ring	1		
Lens, 24mm f/2.8D	1		
Lens, 24-70mm f2.8g ED	1		
Lens, 70-200mm f/2.8g ED VR II	1		
UV (ultra violet) Glass Filter (52mm)	2		
Variable Neutral-density Filter (52mm)	2		
UV (ultra violet) Glass Filter (77mm)	3		
Variable Neutral-density Filter (77mm)	2		
Clear Filter (62mm)	1		

Six-filter Pouch	1		
Professional UHS-I SDXC memory card, 64GB	3		
Four-slot bi-fold memory card holder	1		
Flash, hot shoe	1		
SC-28 TTL Coiled Remote Cord	1		
AA Rechargeable Batteries (four pack), with battery charger	1		
Shotgun Microphone (w/windshield)	1		
Noise-canceling stereo closed dynamic headphones	1		
LED Variable-Color On-Camera Light	1		
Aluminum Camera Shoe Bar (9")	1		
Night Vision Equipment	Qty per iteration		# concurrent iterations
Sofradir-EC Astroscope Night Vision Adapter 9350	6		
Transportation	Qty per iteration		# concurrent iterations
Van, 12 passenger	3		
Teaching Aids for Practice and Performance Exams	Qty per iteration		# concurrent iterations
Damaged vehicle/parts	1		
Medical Kit/Litter (Kit may be scaled down for training use)	2		
Dummy	2		

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