



PUBLIC AFFAIRS

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

**Public Affairs Qualification Course Advanced Distributed Learning - Resident**

Welcome and congratulations on your completion of the 26-week nonresident portion of PAQC-ADL!

The two-week resident portion PAQC-ADL provides the capstone experience for junior- to mid-level public affairs officers within the Department of Defense and other U.S. government agencies. While you've mastered many of the public affairs fundamentals during Phase 1, during Phase 2, you'll gain hands-on experience with television interviews (recorded and live,) radio interviews, subject matter expert/commander preparation for media interviews, media analysis, command PAO briefings, speech and community presentation delivery, industry expert panel discussions, and a full two-days in simulated media operations center in support of a simulated military operation in a deployed environment. You can expect full work days and after-hours work on group project while you're here. Please keep that in mind as you schedule off-duty activities. No classes, however, are scheduled on the weekend.

**CLASS INFORMATION**

You are to report to the Defense Information School, located at 6500 Mapes Rd., and be in the classroom no later than 7:55 a.m. the first day of class. Specific classroom information will be on the TVs located inside the DINFOS entrances.

Late arrivals: Students arriving late risk losing their course reservation to a person on the class "stand-by" list. If you plan to arrive late for any reason, 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.

Graduation ceremony: Graduation is slated for the afternoon of the last day of the course, and it is a mandatory formation. If you are flying out, do not schedule your return flight any earlier than 6 p.m. the day of graduation.

**COURSE MATERIAL**

Phase 2 is a continuation of PAQC-ADL-NR. You'll be picking up where you left off during Phase 1, and there will be no time for review. We strongly recommend that you review your nonresident lessons and assignment feedback prior to arriving for PAQC-ADL-R, and that you bring them with you electronically. Thumb drives aren't allowed on DOD network computers, but you will have access to Google Drive. You will be working with the same scenarios and toward the same "deployment" you were preparing for in ADL-NR. Also, please bring your Speech Manuscript and your Community Presentation assignments with you, as you will be delivering both presentations during ADL-R. You will participate in a 2-day operations support exercise (your long-awaited deployment) in which you will be evaluated on everything you've learned (or will learn) in both phases of PAQC-ADL.



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**TECHNOLOGY REQUIREMENTS**

You are not required to bring a computer. We will provide you with a computer for usage. 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). We will be using Google Classroom as one of our course delivery methods. If you are unfamiliar with Google Classroom, we will give you an overview of its use.

**UNIFORM AND CLOTHING REQUIREMENTS**

DINFOS military students are expected to maintain their personal appearance in accordance with applicable service regulations. As officers and senior enlisted personnel, you are role models for the junior students in both appearance and conduct. Civilians are expected to be professional in appearance. Students will observe DINFOS policy of wearing the Class B uniform or service equivalent on the last Friday of the month.

For daily wear:

- All Services: Current Duty Uniform. Flight suits are not an authorized uniform at DINFOS.
- Civilians: Business casual. No jeans.

For graduation:

- Summer (generally when Daylight Saving Time is in effect):
  - USA: Class B with ribbons (short sleeve shirt)
  - USMC: Service "C." (short sleeve shirt)
  - USN: Summer White with ribbons.
  - USAF: Service Uniform "Blues." (short sleeve shirt)
  - USCG: Tropical Blue.
  - Civilians: Conservative business suit.
- Winter (generally when Standard Time is in effect):
  - USA: Class B with ribbons (long sleeve shirt)
  - USMC: Service "C." (long sleeve shirt)
  - USN: Service Khaki.
  - USAF: Service Uniform "Blues." (long sleeve shirt)
  - USCG: Tropical Blue.
  - Civilians: Conservative business suit.



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**DIRECTIONS TO FORT MEADE**

Flying: If you arrive by commercial air, we recommend you fly into Baltimore-Washington International (BWI) Airport. Fort George G. Meade is about 10 miles south of the airport. Military transportation is not available. Taxi service is available from the airport 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.

Washington Reagan National and Dulles International, the other two major airports in the area, are a considerable distance from Fort Meade. Taxi fare from National is approximately \$65, while a taxi from Dulles can run as high as \$150.

Driving: Fort Meade is northeast of Washington, O.C. and southwest of Baltimore off of Baltimore-Washington Parkway (Route 295.) From B/W Parkway, take the MD-175 exit toward Fort Meade and Odenton. After turning onto 175, the fort is about two miles down the road. Look for the Reece Road entrance to the fort on your right. You will be able to access the base using your valid DOD identification card.

**BILLETING**

Candlewood Suites (an IGH Army hotel) is located on Fort Meade. Please contact them for reservations. If lodging is full, they will work with you to secure reservations at a hotel located off post.

If you encounter problems with your reservation, or have other questions about billeting, please contact your appropriate military detachment.

**RENTAL CARS**

The Candlewood Suites hotel on base is located within walking distance of DINFOS. However, if you're 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 Army Medical Center and the hospital at Andrews Air Force Base are within driving distance. If you have specific health care issues, it would be best to call Kimbrough Ambulatory Care Center and/or your regional Tricare representative before you arrive.

For Defense Department 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. Ensure you bring an adequate supply of any prescription medications.

Reporting to your service detachment



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**REPORTING TO YOUR SERVICE DETACHMENT**

All students (civilian and uniformed) must in-process at their service detachment. There will be time in the schedule during the first day of the course to facilitate detachment check-in. You will receive more information from your faculty on Day 1 regarding service detachment in-processing. Ensure you bring several copies of your orders.

**Army:** Bldg. 8606(Initial) 8609 (Advanced), 6<sup>th</sup> Armored Cavalry Rd., Fort Meade, MD 20755

Phone: (301) 677-2386/4062/6899

Website: [www.dinfos.dma.mil/Student-Info/Service-In-processing/Army/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Army/)

**Marines:** Bldg. 8545, 6<sup>th</sup> Armored Cavalry Rd., Fort Meade, MD 20755

Phone: (301) 677-7662/5188

Website: [www.dinfos.dma.mil/Student-Info/Service-In-processing/Marines/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Marines/)

**Navy:** Bldg. 8479, 6<sup>th</sup> Armored Cavalry Rd., Fort Meade, MD 20755

Phone: (301) 677-6260/6283/6287

Website: [www.dinfos.dma.mil/Student-Info/Service-In-processing/Navy/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Navy/)

**Air Force:** Bldg. 8478, 6<sup>th</sup> Armored Cavalry Rd., Fort Meade, MD 20755

Phone: (301) 677-5053/5039/5055

Website: [www.dinfos.dma.mil/Student-Info/Service-In-processing/Air-Force/](http://www.dinfos.dma.mil/Student-Info/Service-In-processing/Air-Force/)

**Coast Guard:** Bldg. 8545, 6<sup>th</sup> Armored Cavalry Rd., Fort Meade, MD 20755

Phone: (301) 677-5188

Website: [ww.dinfos.dma.mil/Student-Info/Service-In-processing/Coast-Guard/](http://ww.dinfos.dma.mil/Student-Info/Service-In-processing/Coast-Guard/)

**ARMY STUDENTS PT TEST/WEIGH-IN**

All Regular Army, Army National Guard and Army Reserve students are required to meet the Army's body-fat standards as outlined in AR 600-9. Students must wear their Army PT uniform (shorts, t-shirt, white socks and sneakers) for the weigh-in. Bring any temporary or permanent physical profiles with you.

PAQC-ADL is an MOS-producing course, and therefore all students will be required to complete and pass a PT test during ADL-R. For further information on this requirement, please contact the Fort Meade Army Detachment.



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**DINING FACILITY/COMMISSARY/EXCHANGE USE**

Civilian students wishing to use the dining facility, the commissary or the post exchange will need submit a copy of their orders (in addition to the orders submitted to service detachments) to be endorsed by the registrar's office.

**PAY**

Do everything in your power to ensure all your pay is properly arranged through your unit/organization before you arrive. There is no 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 and Quota Management office and your student service detachment on Fort Meade for any orders/logistics/service-related concerns. Please contact your non-resident instructor for any course-related concerns. Travel safely!

***Strength Through Truth***