



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

PUBLIC AFFAIRS

Visual Information Management Course Welcome Letter

The Visual Information Management (VIM) Course provides professional development in the knowledge and skills needed to perform management duties of a visual information manager.

This course provides in-depth training in the duties required to manage a visual information activity. Students apply pertinent doctrine and policy during seminars and practical exercises to the management of a VI activity. Subjects covered are public law and the VI activity, functions of a VI activity, procedures for producing VI productions, ethical standards for VI products, VI records management, personnel issues, the budgeting process, equipment/supply management, deploying VI assets, point papers, strategic planning and an overview of the visual information process within the Department of Defense and its component services, as well as social media and the future of VI technology.

During 10 training days, students participate in a field trip to the Defense Media Activity, where students will get an inside look at the Defense Imagery Management Operations Center (DIMOC) and introduced to the Joint Combat Camera Center (JCCC) Liaison Officers (LNO). They also tour the National Archives and Records Administration (NARA) at College Park, MD or Newseum Museum in Washington DC based on NARA availability.

Computers are provided for your use in the building, but you are encouraged to bring a personal laptop, which will enable you to work on assignments from remote locations.

DINFOS military students are expected to maintain their personal appearance in accordance with applicable service regulations. Flight suits are not an authorized uniform. 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.

You may be billeted on Fort Meade or off-post. If you billet off-post, the cost is borne by your unit of assignment. Please contact Ms. Mary Davis at Ft. Meade billeting, (410) 874-0853; mary.davis@ihg.com for a reservation or to help arrange off-post billeting. Several nice hotels are, located within a short drive to Ft. Meade. Students may be billeted on Ft Meade or off-post. The Bachelor Housing Office hours are Monday thru Friday 7:30 a.m. to 4 p.m. Any questions about registration or logistical requirements should go to the DINFOS Registrar at (301) 677-4691.

Strength Through Truth