

## AFSC 3V0XX

### VISUAL INFORMATION CAREER FIELD



Basic



Senior



Master

### CAREER FIELD EDUCATION

### AND TRAINING PLAN

**CAREER FIELD EDUCATION AND TRAINING PLAN  
VISUAL INFORMATION CAREER FIELD  
AFSC 3V0XX**

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**VISUAL INFORMATION SPECIALTIES  
AFSCs 3V0X1, 3V0X2 AND 3V0X3  
CAREER FIELD EDUCATION AND TRAINING PLAN**

***Part I***

***Preface***

1. The Career Field Education and Training Plan (CFETP) is a comprehensive education and training document that identifies life-cycle training/education requirements, training support resources, and minimum core task requirements for every specialty. The CFETP will provide all Visual Information/Multimedia personnel a clear career path to success and instills rigor in all aspects of career field training.

2. The CFETP consists of two parts; both are used by supervisors to plan, manage, and control training within the career field.

2.1. Part I provides information necessary for overall management of the specialty. **Section A** explains how everyone will use the plan; **Section B** identifies career progression information, duties and responsibilities, training strategies, and career field flowcharts are identified; **Section C** associates each skill level with specialty qualifications (knowledge, training, education, experience, and other); **Section D** indicates resource constraints i.e., 3/5/7/9 level formal/OJT training. Some examples are as follows: funds, manpower, equipment, and facilities. Note: AFI 36-2108 contains the job descriptions.

2.2. Part II includes the following: **Section A** identifies the Specialty Training Standard (STS) and includes duties, tasks, technical references to support training conducted by the Defense Information School (DINFOS); wartime course/core task and correspondence course requirements. **Section B** contains the course objective list the training standards supervisors will use to determine if airmen satisfy training requirements; **Section C** identifies available OJT support materials. Qualification training packages identified in this section have been developed to support both upgrade and qualification training. These packages are indexed in Air Forces Index (AFIND) 8 and are distribution "F". **Section D** identifies a training course index supervisors can use to determine resources available to support training. Included are both mandatory and optional courses. **Section E** is used to identify MAJCOM unique training requirements, if any. At unit level, supervisors and trainers use Part II to identify, plan, and conduct training commensurate with the overall goals of the plan. **Section F** contains a listing of suggested reading materials.

3. Using guidance provided in the CFETP will ensure that individuals in this specialty receive effective and efficient training at the appropriate point in their career. The plan will enable us to train today's work force for tomorrow's jobs.

## ***ABBREVIATIONS/TERMS EXPLAINED/TRAINING REFERENCE (TR)***

**Advanced Training.** Formal course which provide individuals who are qualified in one or more positions of their Air Force Specialty (AFS) with additional skills/knowledge to enhance their expertise in the career field. Training is for selected career airmen at the advanced level of the AFS.

**Career Field Education and Training Plan (CFETP).** A CFETP is a comprehensive, multipurpose document encapsulating the entire spectrum of education and training of a career field. It outlines a logical growth path that includes training resources, and is designed to make career field training identifiable, to eliminate duplication, and to ensure this training is budget defensible.

**Continuation Training.** Additional advanced training exceeding the minimum upgrade requirements with emphasis on present or future duty assignments.

**Core Task.** Tasks the AFCFM identify as minimum qualification requirements for everyone within an AFSC, regardless of duty position. Core tasks may be specified for a particular skill level or in general across the AFSC. Guidance for using core tasks can be found in the applicable CFETP narrative.

**Course Objective List (COL).** A publication derived from the initial/advanced skills course-training standard, identifying the tasks and knowledge requirements, and respective standards provided to achieve a 3-/7 skill level in this career field. Supervisors use the COL to assist in conducting graduate evaluations in accordance AFI 36-2201, Developing, Managing and Conducting Military Training Programs.

**Enlisted Specialty Training (EST).** A mix of formal training (technical school) and informal training (on-the-job) to qualify and upgrade airmen in each skill level of a specialty.

**Initial Skills Training.** A formal school course that results in an AFSC 3-skill level award for enlisted or mandatory training for upgrade to qualified for officers.

**Instructional System Development (ISD).** A deliberate and orderly, yet flexible process for planning, developing, implementing, and managing instructional systems. It ensures personnel are taught in a cost efficient way the knowledge, skills, and attitudes essential for successful job performance.

**On-the-Job Training (OJT).** Hands-on, “over-the-shoulder” training conducted by certified personnel in both upgrade (skill level award) and job qualification (duty position certification) training.

**Qualification Training (QT).** Hands-on performance training designed to qualify an airman to maintain up-to-date qualifications.

**Qualification Training Package (QTP).** An instruction package designed for use at the unit to qualify, or aid qualification, in a duty position or program, or on a piece of equipment. It may be printed, computer-based, or in other audiovisual media.

**Resource Constraints.** Resource deficiencies, such as money, facilities, time, manpower, and equipment that preclude desired training from being delivered.

**Specialty Training Standard (STS).** An Air Force publication that describes an Air Force specialty in terms of tasks and knowledge that an airman in that specialty may be expected to perform or to know on the job. Also identifies the training provided to achieve a 3-, 5-, or 7-skill level within an enlisted AFS. It further serves as a contract between AETC and the functional user to show which of the overall training requirements for an Air Force Specialty Code (AFSC) are taught in formal schools and correspondence courses.

**Standard.** An exact value, a physical entity, or an abstract concept, the appropriate authority, custom, or common content sets up and defines to serve as a reference, model, or rule in measuring quantities or qualities, developing practices or procedures, or evaluating results. A fixed quantity or quality.

**Total Force.** All collective Air Force components (active, reserve, guard and civilian elements) of the United States Air Force.

**Upgrade Training (UGT).** Mandatory training, which leads to attainment of a higher level of proficiency.

**Training Reference (TR).**

ACP 122, *Communications Instruction Security*

AFDIR 33-303, *Compendium of Communications and Information Technology*

AFH 31-602, *Industrial Security Program*

AFI 10-111, *Operations Security*

AFI 11-202 v3, *General Flight Rules*

AFI 11-401, *Aviation Management*

AFI 23-110, *United States Air Force Supply Manual*

AFI 23-111, *Management of Government Property in Possession of the Air Force*

AFI 31-401, *Information Security Program Management*

AFI 31-601, *Industrial Security Program Management*

AFI 33-110, *Data Administration Program*

AFI 33-117, *Multimedia (MM) Management*

AFI 33-132, *Weapon System Video Program*

AFI 33-202, *Computer Security*

AFI 33-203, *Emission Security*

AFI 33-204, *Information Assurance (IA) Awareness Program*

AFI 33-207, *Computer Security Assistance Program*

AFI 33-211, *Communications Security (COMSEC) User Requirements*

AFI 33-332, *Records Management Program*

AFI 36-2201 v1 thru v6 (deal with *Training*)

AFI 36-2406, *Officer and Enlisted Evaluation Systems*

AFI 36-2632, *Official Photographs of Air Force General Officer*

AFI 90-901, *Operational Risk Management*

AFI 91-301, *Inspector General Complaints*

AFI 91-302, *Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) Standards*

AFOSH STD 48-9, *Radio Frequency Radiation (RFR) Safety Program*

AFOSH STD 91-50, *Communications Cable, Antenna and Communications-Electronics (C-E) Systems*

AFOSH STD 91-64, *Data Processing Facilities*

AFOSH STD 161-2, *Industrial Ventilation*

AFOSH STD 161-21, *Hearing Conservation Program*

AFP 36-2241 v1, *Promotion Fitness Examination (PFE) Study Guide*

AFP 36-2241 v2, *USAF Supervisory Examination (USAFSE) Study Guide*

AFPD 37-1, *Air Force Information Management*

AFM 33-326, *Preparing Official Communications*

DoD 5040.2, *Visual Information*

DoD 5040.4, *Joint Combat Camera (COMCAM) Program*

DoD 5040.5, *Alteration of Official DoD Imagery*

DoD 5122.5, *Assistance Secretary of Defense for Public Affairs (ASD(PA))*  
DoD 5200.1-R, *Department of Defense Information Security Program*

TO Series 10B, 10E, 10G, 10M (deal with *Photographic Equipment*)

Commercial References.

The following are examples of commercial references that may be used to enhance the Visual Information and Documentation skill set:

*Audio in Media, 2nd Edition*, Alten  
*ENG: TV News and the New Technology*, Yokam & Cremer  
*Introduction to TV Production*, Fielding  
*Lighting Techniques for Video Shadows*, LeTournequ  
*Portable Video: ENG and EFP*, Medoff & Tanquary  
*The Technique of Television Production*, Gerald Millerson  
*Television News*, Fang  
*Television Production Handbook, Fifth Edition*, Zettl  
*Television Field Production and Reporting*, Fred Shook 1989  
*Video Basics 2*, Zettl

(editing Section)

*Digital Non-Linear Editing, Second Edition*, Thomas Ohanian, 1998  
*Manufacturer's manuals* (Adobe Premiere, Avid ExpressDV, Apple Final Cut Pro)

(Video Compression)

*How to Produce High-Quality QuickTime*, Terran Interactive, Inc.

## ***Section A - General Information***

**1. Purpose.** The CFETP provides information necessary for Air Force Career Field Managers (AFCFM), MAJCOM Function Managers (MFMs), commanders, training managers, supervisors, and trainers to plan, develop, manage, and conduct an effective career field training program. This plan outlines the training that individuals in this AFS should receive in order to develop and progress throughout their career. This plan identifies initial skills, upgrade, qualification, advanced, and proficiency training. Initial skills training is AFS specific training an individual receives upon entry into the Air Force or upon retraining into this specialty for award of the 3-skill level. For 3V0X1, 3V0X2 and 3V0X3 career fields, Defense Information School (DINFOS) at Ft George G. Meade, MD provides training. Upgrade training identifies the mandatory courses, task qualification requirements, and correspondence course completion requirements for award of the 5-, 7-, and 9-skill levels. Qualification training is actual hands-on task performance training designed to qualify an airman in a specific duty position. This training program occurs both during and after the upgrade training process. It is designed to provide the performance skills/knowledge training required to do the job. Advanced training is formal specialty training used for selected airmen. Proficiency training is additional training, either in-residence or exportable advanced training courses, or on-the-job training, provided to personnel to increase their skills and knowledge beyond the minimum required for upgrade. The CFETP has several purposes, some are:

**1.1.** Serves as a management tool to plan, manage, conduct, and evaluate a career field-training program. Also, it is used to help supervisors identify training at the appropriate point in an individual's career.

**1.2.** Identifies task and knowledge training requirements for each skill level in the specialty and recommends education/training throughout each phase of an individual's career.

**1.3.** Lists training courses available in the specialty, identifies sources of training, and the training delivery method.

**1.4.** Identifies major resource constraints, which impact full implementation of the desired career field training process.

**2. Uses.** This plan will be used by MFMs and supervisors at all levels to ensure comprehensive and cohesive training programs are available for each individual in the specialty.

**2.1.** DINFOS training personnel will develop/revise formal resident training based on requirements established by the users and documented in Part II of the CFETP. They will also work with the Air Force Career Field Manager to develop procurement and acquisition strategies for obtaining resources needed to provide the identified training.

**2.2.** MFMs will ensure their training programs complement the CFETP mandatory initial, upgrade, and proficiency requirements. OJT, resident training, contract training, or exportable courses can satisfy identified requirements. MAJCOM-developed training to support this AFSC must be identified for inclusion in this plan and must not duplicate available training.

**2.3.** Each individual will complete the mandatory training requirements specified in this plan. The lists of courses in Part II will be used as a reference to support training.

**3. Coordination and Approval.** The AFCFM is the approval authority. MAJCOM representatives and AETC training personnel will identify and coordinate on the career field training requirements. The AETC training manager for this specialty will initiate an annual review of this document by AETC and MFMs to ensure currency and accuracy. Using the list of courses in Part II, they will eliminate duplicate training.

## ***Section B - Career Progression and Information***

### **4. Specialty Description.**

**4.1. Specialty Summary.** The Visual Information/Multimedia Career Field encompasses production-documentation and photo-processing functions associated with presentations, editorial, graphics, conventional and technical still photography, optical instrumentation, motion media photography, and sound recording. Included are weapons systems video (WSV) and other non-reconnaissance airborne image acquisition functions and base, dedicated mission, or reconnaissance photo processing.

**4.1.1. 3V0X1.** Prepares artwork, sketches, charts, and layouts for publications and web page designs, displays, training, Visual Information/Multimedia production, and medical requirements. Operates Visual Information/Multimedia equipment; assists in preparing and using Visual Information/Multimedia aids and audio or video recordings. Provides web design, presentations, Video Conferencing (VTC) support, and WSV.

**4.1.2. 3V0X2.** Accomplishes, processes still, continuous, and computer generated imagery. Supports base level, technical, contingency, reconnaissance, aerial mapping, special mission production, or combat requirements. Performs imagery tests and analyses, and certifies, monitors, and regulates imaging equipment. Captures, stores, enhances, crops, prints, or transmits images via satellite, telephone, or secure transmission systems.

**4.1.3. 3V0X3.** Performs motion media activities. Uses motion media systems to provide aerial or ground visual information production or documentation support to Air Force educational, training, operational, or corporate communication requirements. Perform related editorial duties.

### **4.2. Duties and Responsibilities.**

#### **4.2.1. 3V0X1.**

**4.2.1.1.** Plans and prepares graphic images, special displays, web pages, and exhibits. Develops graphic products for direct viewing, printing, and reproduction; photography and projection; and television presentation. Prepares sequential artwork for use in series or to achieve cinemagraphic animation and special effects. Compiles and depicts data using various media, drawing instruments, and electronic equipment. Employs visual elements and principles of composition including style, balance, contrast, tone, color, dominance, and subordination.

**4.2.1.2.** Operates special graphics equipment including graphic imaging systems, copy cameras, and serigraphic, printing, duplicating and processing equipment.

**4.2.1.3.** Operates and maintains presentation equipment. Sets up, positions, synchronizes, and operates various types of cameras, projectors, video and audio recorder-reproducers and monitors, video teleconference, digital interface, computers, and multimedia equipment. Selects lenses, screens, or television monitors according to viewing distance, medium type, ambient light, and audience size. Position microphones, records proceedings, and arranges viewing or conference areas. Directs on-line modifications of Visual Information/Multimedia products during presentations or conferences.

**4.2.1.4.** Prepares medical illustrations. Prepares anatomical and pathological sketches or drawings. Collaborates with physicians on specific cases to ensure optimum illustrative results. Prepares accurate and realistic moulages.

**4.2.1.5.** Designs, integrates, and supervises presentations facilities and systems. Prepares facility layouts, electrical cabling schematics, equipment-switching procedures, and links acoustical equipment with projection systems for classrooms, conference rooms, theaters, and teleconferencing facilities.

**4.2.1.6.** Supervises or performs Visual Information/Multimedia functions. Administers, monitors, and evaluates operating expenditures, and prepares future operating budget estimates. Ensures proper disposition of Visual Information/Multimedia record material. Observes copyright and reproduction restrictions. Conducts customer relations programs. Manages Visual Information/Multimedia communication program.

**4.2.1.7. Performs Weapons Systems Video (WSV) Duties.** Performs analog-to-digital and digital-to-digital capture of weapon systems video imagery. Prepares classification, mission, and target still image title slides for use in video clips. Edits video clip in coordination with Intelligence personnel. Masks clips when needed for public or other agency release. Exports edited clips to various file formats for use by command authorities, intelligence, public affairs, and other agencies. Degausses videotapes to remove embedded time codes so that tapes can be re-used by aircrews. Transmits clips to central location using file transfer protocol (FTP) software, on-line folders, storage media, or electronic mail. Archives tapes and important digital imagery as required.

#### **4.2.2. 3V0X2.**

**4.2.2.1.** Performs photographic assignments. Acquires imagery in controlled, uncontrolled and combat environments. Applies principles of composition. Conceives, visualizes, and produces images, accomplishes combat documentation, investigative, record, informational, and other imagery. Obtains pertinent data and writes captions and cover stories. Selects and crops pictures for layouts and picture stories.

**4.2.2.2.** Accomplishes photographic imaging. Coordinates with customers, performs photographic imaging acquisition and processing of reversal, original negative, master negative, duplicate negative, digital photography and prints. Selects, inspects, tests camera, film and photographic processing systems. Determines and uses appropriate cameras, films, filters, lighting, and accessory equipment. Operates, monitors, and adjusts photographic processors to ensure processing parameters are maintained. Evaluates processed imagery to discern any physical or chemical defects, and takes corrective action.

**4.2.2.3.** Operates or supervises operation of image acquisition equipment. Uses imaging systems, cameras, and lighting equipment to obtain optimum exposures using various meters, electronic flash, and exposure control methods. Uses light intensifier tubes (night vision); operates portable satellite systems, imaging computers and modems to transmit, receive or store images.

**4.2.2.4.** Performs copy and duplication functions. Copies flat art, prints, slides, and computer generated products. Makes duplicate negatives, slides, inter-negatives, and positives. Uses specialized lighting and filters to control color balance.

**4.2.2.5.** Processes or supervises the process of black and white and color imagery. Inspects sensitized materials for physical defects; processes negative, inter-negative, positive and reversal film, using time/temperature and controlled agitation methods. Monitors and adjusts processors to ensure processing parameters are maintained. Edits materials, attaches leaders, including annotations, and titles film with required information. Monitors photographic materials through continuous processors for proper tracking, speed and tension. Loads and downloads materials without interrupting processing; detects and corrects machine malfunctions through sense of sight, hearing or touch. Conducts sensitometric, densitometric measurements and analyses. Constructs, interrupts, and determines the effects of exposure and development on emulsion density and contrast. Computes film speed, gradient exposure, and color balance.

**4.2.2.6.** Mixes, analyzes and controls chemical processes. Mixes photographic processing chemicals according to manufacturers directions. Safeguards against toxic, caustic, explosive chemical hazards, or improper disposal of by-products. Measures and controls potential for (pH), specific gravity, concentration and silver content. Calculates residual thiosulfate content of processed film and paper. Certifies photographic solutions for use; calculates replenisher formulas and rates.

**4.2.2.7.** Operates or supervises the operation of imagery print production equipment, including; projection, optical, automated, and computer controlled printers. Determines materials, printing methods, and exposure requirements. Ensures printers are set to obtain optimum size, sharpness, diametrical, stability, correction, or rectification, density, contrast color balance, and color saturation according to printing instructions. Selects paper grades or types, and uses individual filters or filter combinations to control contrast or color balance. Exercises print control techniques using conventional or electronic means. Performs operator preventive maintenance.

**4.2.2.8.** Performs quality assurance. Uses statistical quality assurance methods to establish and maintain imagery quality. Employs, computes, and analyzes development effects on density and contrast, using sensitometric procedures. Maintains process control charts to statistically evaluate data and to determine causes of process variations. Uses acceptable sampling methods to maintain quality assurance. Ensures accuracy of automated processors.

**4.2.2.9.** Performs medical image recording functions. Coordinates with medical staff to perform clinical and surgical micro and macro photography using specialized photographic cameras and lighting equipment.

**4.2.2.10.** Performs aerial photographic assignments. Coordinates with pilots and aircrew on mission requirements for proper aircraft positioning. Sets up and operates stabilized camera mounts and ancillary lighting systems on-board aircraft.

**4.2.2.11.** Supervises or performs Visual Information/Multimedia functions. Observes copyright and reproduction restrictions. Catalogs, files, and disposes of photographic products IAW AFI 33-117. Supervises or performs preventative maintenance, and periodic photographic imagery calibration. Conducts progressive customer relations programs to make sure Visual Information/Multimedia products meet user needs. Manages or executes the Visual Information/Multimedia hazard communications program, the unit silver recovery program, and environmental health and safety programs. Assures products comply with copyright and reproduction restrictions.

### **4.2.3. 3V0X3.**

**4.2.3.1.** Supervises or accomplishes aerial or ground camera assignments. Determines equipment requirements, researches subject matter, and establishes shooting outline. Effects necessary coordination and ensures equipment is in proper operating condition. Operates camera, lighting, and related equipment. Determines optimum camera placement and settings. On aerial assignments, coordinates with pilot to ensure proper aircraft positioning and maneuvering to obtain desired results. Acquires data for captions, background material, cover stories, and logs. Performs operator maintenance on equipment. Determines most appropriate recording methods. Maintains continuity, orientation, and screen direction. Uses recording techniques compatible with editing. Reviews plans or scripts to determine resources requirements. Determines camera angles, lighting, and special effects. Ensures color compatibility between subject matter and backgrounds. Determines proper lighting and camera settings to ensure color match of related scenes shot at different locations. Matches interior and exterior scenes. Assists in selecting shooting locations. Ensures proper slating and identification.

**4.2.3.2.** Performs production-related functions. Assists producers, directors, and writers. Coordinates with requesters to define subject matter and treatment, and assists with script preparation. Prepares and arranges studio sets and related scenery or props. Direct rehearsal and recording activity; evaluates production treatment for suitability; and determines selection, timing, and sequencing of material for electronic editing or post-production assembly. Operates ancillary television production equipment such as character generators and film chains.

**4.2.3.3.** Acts as technical director or switcher. Integrates various television inputs. Operates switcher-fader, special effects, chroma-key, and remote controls. Sets up and accomplishes switching and special effects on cue. Ensures availability and technical adequacy of all inputs. Performs operational checks to insure functional readiness of equipment prior to recording.

**4.2.3.4.** Acts as floor manager. Arranges and controls illumination for proper coverage, intensity, and color balance. Supervises construction, handling, and storing of studio equipment or props. Relays cues and signals, and assists production director.

**4.2.3.5.** Functions as video camera operator. Ensures video coverage of staged or spontaneous events. Assists Video controller with camera setup; prepares and consults shot lists; and provides camera coverage during rehearsals and recording sessions. Proofreads and corrects teleprompter scripts prior to production. Instructs talent in effective techniques or prompter use.

**4.2.3.6.** Acts as prompter operator. Loads, unloads, and operates prompter.

**4.2.3.7.** Performs Visual Information/Multimedia editorial functions. Reviews and edits Visual Information/Multimedia materials. Identifies and reduces material to individual scenes or sequences, and assembles proper order. Edits, assembles, and synchronizes recorded sound with imagery. Integrates special effects and prepares cue sheets.

**4.2.3.8.** Accomplishes audio recording or sound distribution. Directs or produces original recordings of music, sound effects, dialog, or narration. Directs or produces original recordings of music, sound effects, dialog, or narration. Transfers or duplicates optical or magnetic audiotapes. Selects and cues audio source material while operating recorders, reproducers, or projectors in interlock. Electronically combines and balances multiple sound inputs while operating mixing console to create optimum composite audio programs.

**4.2.3.9.** Performs optical instrumentation. Supports scientific analysis, test documentation, and aerial photographic requirements with motion media systems. Consults with and assists engineers and scientific advisers on all phases of optical instrumentation. Determines techniques to be used employing normal speed, high speed, or ultra speed metric and space position photography.

**4.2.3.10.** Supervises or performs Visual Information/Multimedia functions. Observes copyright and reproduction restrictions. Ensures proper disposition of Visual Information/Multimedia record materials. Ensures periodic equipment calibration. Supervises or executes and maintains customer relations programs and Visual Information/Multimedia hazard communication program.

**5. Skill/Career Progression.** Adequate training and timely progression from the apprentice to the superintendent skill level play an important role in the Air Force's ability to accomplish its mission. It is essential that everyone involved in training must do his or her part to plan, manage, and conduct an effective training program. The guidance provided in this part of the CFETP will ensure each individual receives viable training at appropriate points in their career. The following narrative for Career Field 3V0XX identifies skill progression.

**5.1. Apprentice (3) Level.** Initial skills training in this specialty consists of the tasks and knowledge training provided in the 3-skill level resident courses: E5ABD3V031 000 Basic Multimedia Illustrator Course (DINFOS-BMIC), E5ABD3V032 000 Basic Still Photo (DINFOS-BSP), E5AZD3V052 007 Photo Maintenance Quality Control Course (DINFOS-PMQCC) , E5ABD3V033 001 Visual Information Production – Documentation Apprentice (DINFOS-VPD) located at Ft George G. Meade, MD. Initial skills training requirements were identified during a 3V0XX Utilization and Training Workshop. The decision to train specific tasks and knowledge items in the initial skills course is based on a review of Occupational Survey Report (OSR) data, Training Requirements Analysis (TRA) data, and 3V0XX subject matter expert (SME) input. Task and knowledge training requirements are identified in the STS, Part II of this plan. Individuals must complete the initial skills course to be awarded AFSC 3V031, 3V032, or 3V033. Specific requirements for each skill level are described in AFI 36-2108. Upon completion of initial skills training, trainees work with trainer to enhance their knowledge and skills.

**5.2. Journeyman (5) Level.** Training to the 5-level in this specialty consists of the tasks and knowledge training identified in the STS, and provided for in CDCs 3V051, 3V052, or 3V053. In order to be awarded 5-skill level, an individual must complete the CDCs and mandatory 5-skill level minimum upgrade requirements of 15 months in upgrade training/9 months for retrainees. Continuation training is available upon award of the 5-skill level and should be utilized based on an individual's particular duty position requirements.

**5.3. Craftsman (7) Level.** Upgrade training to the 7-skill level in this specialty is satisfied by: 12 months upgrade training/6 months for retrainees and successful completion of course E3ACP3V071 001. Continuation training is available and should be based on the individual's particular training needs.

**5.4. Superintendent (9) Level.** To be awarded AFSC 3V090, an individual must be an E-8.

**6. Training Decisions.** This CFETP uses a building block approach (simple to complex) to encompass the entire spectrum of training requirements for the Visual Information/Multimedia Specialties. The spectrum includes strategy of when, where, and how to meet these training requirements. The strategy must be apparent and affordable

to reduce duplication of training and eliminate a fragmented approach to training. The following training decisions were made during the 3V0XX Utilization and Training Workshop held 2-6 June 2003 at Ft George Meade, MD.

**6.1. Initial Skills.** Initial/entry level skills are taught in courses E5ABD3V031 000 Basic Multimedia Illustrator Course (DINFOS-BMIC), E5AQD3V032 000 Basic Still Photography (DINFOS-BSP), E5ABD3V032 005 Photographic Maintenance Quality Control Course (DINFOS-PMQCC), E5AZD3V052 007, Video Production and Documentation Course (DINFOS-VPDC) E5ABD3V033 001, located at Ft George G. Meade, MD.

**6.2. Five level Upgrade Training Requirements.** The 5-level CDCs were revised to add needed material and to reduce requirements in areas no longer needed.

**6.3. Seven Level Upgrade Training Requirements.** The 7-level course, E3ACP3V071 001, was designed to provide enhanced training in budgeting, 5-year equipment plans, customer relations, electronic imaging, and related multimedia career fields.

**6.4. Proficiency Training.** Any additional knowledge and skill requirements, which were not taught through initial skill or upgrade training, were assigned to continuation training. The purpose of the continuation training program is to provide additional training exceeding minimum upgrade training requirements with emphasis on present and future duty positions. MAJCOMs must develop a continuation training program that ensures individuals in the Visual Information/Multimedia career field receive the necessary training at the appropriate point in their career. The training program will identify both mandatory and optional training requirements.

**7. Community College of the Air Force (CCAF).** Enrollment in CCAF occurs upon completion of Basic Military Training. CCAF provides the opportunity to obtain an Associate in Applied Sciences Degree. In addition to its associate degree program, CCAF offers the following:

**7.1. Occupational Instructor Certification.** Upon completion of instructor qualification training, consisting of the instructor methods course and supervised practice teaching, CCAF instructors who possess an associates degree or higher may be nominated by their school commander/commandant for certification as an occupational instructor.

**7.2. Trade Skill Certification.** When a CCAF student separates or retires, a trade skill certification is awarded for the primary occupational specialty. The College uses a competency based assessment process for trade skill certification at one of four proficiency levels: Apprentice, Journeyman, Craftsman/Supervisor, or Master Craftsman/Manager. All are transcribed on the CCAF transcript.

**7.3. Degree Requirements.** All airmen are automatically entered into the CCAF program. Prior to completing an associate's degree, the 5-level must be awarded and the following requirements must be met:

	Semester Hours
Technical Education	24
Leadership, Management, and Military Studies	6
Physical Education	4
General Education	15
Program Elective	15
Technical Education; Leadership, Management, and Military Studies; or General Education	
<b>Total</b>	<b>64</b>

**7.3.1. Technical Education (24 Semester Hours):** A minimum of 12 hours of Technical Core subjects/courses must be applied and the remaining semester hours applied from Technical Core/Technical Elective courses.

**7.3.2. Leadership, Management, and Military Studies (6 Semester Hours):** Professional military education and/or civilian management courses.

**7.3.3. Physical Education (4 Semester Hours):** This requirement is satisfied by completion of Basic Military training.

**7.3.4. General Education (15 Semester Hours):** Applicable courses must meet the criteria for application of courses to the General Education Requirements (GER) and be in agreement with definitions of applicable General Education subjects/courses as provided in the CCAF General catalog.

**7.3.5. Program Electives (15 Semester Hours):** Satisfied with applicable Technical Education; Leadership, Management, and Military Studies; or General Education subjects/courses, including natural science courses meeting GER application criteria. Six semester hours of CCAF degree applicable technical credit otherwise not applicable to this program may be applied. See the applicable General Catalog for details regarding the Associates of Applied Science for this specialty.

**7.3.** Additional off-duty education is a personal choice that is encouraged for all. Individuals desiring to become an Air Education and Training Command instructor should be actively pursuing an associate's degree. A degreed faculty is necessary to maintain accreditation through the Southern Association of Colleges and Schools.

**8. Enlisted Career Path.**

<b>Table A8.1. Enlisted Career Path</b>				
<b>Education and Training Requirements</b>	<b>GRADE REQUIREMENTS</b>			
	Rank	Average Sew-On	Earliest Sew-On	High Year Of Tenure (HYT)
<b>Basic Military Training school</b>				
<b>Apprentice Technical School</b> (3-Skill Level)	Amn A1C	6 months 16 months		
<b>Upgrade To Journeyman</b> (5-Skill Level) - Minimum 15 months on-the-job training. - Minimum 9 months on-the-job training for retrainee - Complete appropriate CDC if/when available. - Sew-on A1C for award of the 5-skill level.	SrA	3 years	28 months	12 Years
<b>Airman Leadership School (ALS)</b> - Must be a SrA with 48 months time in service or be a SSgt Selectee. - Resident graduation is a prerequisite for SSgt sew-on (Active Duty Only).	<b>Trainer</b>			
	- ALS graduate. - Possess the same AFSC at a higher skill level than the trainee, and be certified to train others. - Must attend formal OJT Trainer Training and appointed by Commander.			
<b>Upgrade To Craftsman</b> (7-Skill Level) - Minimum rank of SSgt. - 12 months OJT. - 6 months for retrainee. - Complete appropriate CDC if/when available. - Advanced Technical School.	SSgt	7.5 years	3 years	20 Years
	<b>Certifier</b>			
	- Possess at least a 7-skill level in the same AFSC, if possible but not required. - Attend formal OJT Certifier Course and appointed by Commander. - Be a person other than the trainer.			
<b>Noncommissioned Officer Academy</b> (NCOA) - Must be a TSgt or TSgt Selectee. - Resident graduation is a prerequisite for MSgt sew-on (Active Duty Only).	TSgt  MSgt	12.5 years  16 years	5 years  8 years	24 Years  26 Years
<b>USAF Senior NCO Academy (SNCOA)</b> - Must be a SMSgt or SMSgt Selectee or selected MSgts - Resident graduation is a prerequisite for CMSgt sew-on (Active Duty Only).	SMSgt	19.2 years	11 years	28 Years
<b>Upgrade To Superintendent</b> (9-Skill Level) - Minimum rank of SMSgt.	SMSgt	21.5 years	14 years	30 Years

## ***Section C - Skill Level Training Requirements***

**9. Purpose.** Skill level training requirements in the Visual Information/Multimedia career field are defined in terms of tasks and knowledge requirements. This section outlines the specialty qualification requirements for each skill level in broad, general terms and establishes the mandatory requirements for entry, award and retention of each skill level. The specific task and knowledge training requirements are identified in the STS part II, Sections A and B of this CFETP.

### **10. Specialty Qualification.**

#### **10.1. Apprentice Level Training:**

**10.1.1. Specialty Qualification.** Completion of high school. Eligibility for a Secret security clearance according to AFI 31-501, Personnel Security Program Management, is mandatory for award and retention of the semiskilled AFSC. Normal color vision is required.

##### **10.1.1.1. Knowledge.**

##### **10.1.1.2. Education.**

##### **10.1.1.3. Training.**

##### **10.1.1.4. Experience.**

##### **10.1.1.5. Other.**

**10.1.2. Training Sources and Resources.** Completion of E5ABD3V031 000 Basic Multimedia Illustrator Course (DINFOS-BMIC), E5AQD3V032 000 Basic Still Photography (DINFOS-BSP), E5ABD3V032 005 Photographic Maintenance/Quality Control Course (DINFOS-PPMQC), E5AZD3V052 007, (DINFOS-VPDC) E5ABD3V033 001, Video Production and Documentation Course (DINFOS-VPD), located at Ft George G. Meade, MD, satisfies the knowledge and training requirements specified in the specialty qualification section (above) for award of the 3-skill level. The COL (Part II, Section B of this CFETP) identifies all the knowledge and tasks, with their respective standards.

#### **10.1.3. Implementation.**

#### **10.2. Journeyman Level Training:**

**10.2.1. Specialty Qualification.** All 3V051, 3V052 or 3V053 qualifications apply.

##### **10.2.1.1. Knowledge.**

##### **10.2.1.2. Education.**

##### **10.2.1.3. Training.**

##### **10.2.1.4. Experience.**

##### **10.2.1.5. Other.**

**10.2.2. Training Sources and Resources.** CDCs provide the career knowledge training required. The current STS shows the tasks that are trained through the CDC material. Continuation/qualification training and OJT are provided by qualified trainers using AFJQS/AFQTPs written for equipment and specialty knowledge items. CDC 3V052 is available for upgrade purposes through the unit training manager. AFJQS/AFQTPs are Air Force publications and are mandatory for use in qualification training. Instructions are provided in AFIND 8 for requesting current

AFJQS/AFQTPs. They are obtained through normal publication channels. Procedures for requesting development of AFJQS/AFQTPs are contained in AFI 36-2616. AFJQS/AFQTPs are listed in Part II, Sections A and B.

**10.2.3. Implementation.** Entry into OJT is accomplished 6 months after an individual is assigned their first duty station out of technical school. Qualification training is initiated anytime an unqualified individual is assigned unfamiliar duties.

### **10.3. Craftsman Level Training:**

**10.3.1. Specialty Qualification.** All 3V051 qualifications apply to the 3V071 requirements.  
All 3V052 qualifications apply to the 3V072 requirements.  
All 3V053 qualifications apply to the 3V073 requirements.

#### **10.3.1.1. Knowledge.**

**10.3.1.2. Education.** To assume the grade of SSGT individuals must be graduates of the Airman Leadership School and to assume the grade of MSgt individuals must be graduates of the NCO Academy.

**10.3.1.3. Training.** Completion of the following requirements is mandatory for the award of the 7-skill level AFSC: All STS core tasks for the assigned duty position, and the 7-level technical school course. Completion of Base Multimedia Manager course is desirable for assignment to a Base Multimedia Manager (BVIM) position.

**10.3.1.4. Experience.** Prior qualification as an Apprentice/Journeyman is mandatory. Experience in managing, supervising, or developing education or training programs, performing or supervising functions within the Visual Information/Multimedia center is mandatory for award of the 7-skill level.

#### **10.3.1.5. Other.**

**10.3.2. Training Sources and Resources.** Knowledge requirements are specified in the specialty qualification section (above) for award of the 7-skill level. The STS identifies all core tasks required for qualification. Qualified trainers using available QTPs written for the duty position, program to be managed, or equipment to be used provide upgrade and qualification training. QTPs are Air Force publications and are mandatory for use when available for a duty position, program, or piece of equipment. They are obtained through normal publication channels in accordance with the procedures in AFIND 8. Procedures for requesting development of QTPs to support training are contained in AFIND 8. A list of training courses and QTPs is at Part II, Sections A and B, respectively, of this CFETP. Requests for qualified trainers should be directed to your base training manager. Continuation/qualification training and OJT are provided by qualified trainers using AFJQS/AFQTPs written for equipment and special task knowledge items and management functions

### **10.3.3. Implementation.**

### **10.4. Superintendent Level Training:**

**10.4.1. Specialty Qualification.** Knowledge of Multimedia Production/Documentation functions, Base Multimedia Service Center functions, Combat Camera Squadron operations, and Photographic Instrumentation operations in support of Air Force Test and Evaluation and Research and Development programs; maintenance, and support training management, functions, and policies, personnel management, and administrative techniques, wartime and contingency training planning; and test development, administration, and management is mandatory.

#### **10.4.1.1. Knowledge.**

**10.4.1.2. Education.** Completion of the Senior NCO Academy is mandatory for award of the 9-skill level AFSC.

**10.4.1.3. Training.** Completion of the duty position training

**10.4.1.4. Experience.** Qualification as a Craftsman is mandatory.

**10.4.1.5. Other.**

**10.4.2. Training Sources and Resources.** The STS identifies all the core tasks required for qualification in the individual's duty position. Qualified trainers provide upgrade and qualification training. Requests for qualified trainers should be directed to your base training manager. Continuation (advanced) training courses are available and attendance should be used based on the individual's particular training needs

**10.4.3. Implementation.** Entry into upgrade training is initiated when an individual possesses the 7-skill level and is an E-7 selectee or in the grade E7 or higher. Qualification training is initiated anytime an individual is assigned duties they are not qualified to perform.

**11. Career Field Flowcharts:** A chart depicting this specialty's career path is presented in Section B para 8. The career path outlines when training is required for each skill level and function within the specialty.

### ***Section D - Resource Constraints***

**12. Purpose.** This section identifies known resource constraints, which preclude optimal/desired training from being developed or conducted, including information such as cost and manpower. Narrative explanations of each resource constraint and an impact statement describing what effect each constraint has on training are included. Also included in this section are actions required, office of primary responsibility, and target completion dates. Resource constraints will be, as a minimum, reviewed and updated annually.

12.1 Constraints. The 3-skill level is joint-service training conducted by the Defense Information School (DINFOS). DINFOS training is governed by DoD Directive Number 5160.48, DoD Public Affairs and Visual Information (PA&VI) Education and Training (E&T). All proposed changes to 3-skill level tasks in the Specialty Training Standard (STS) must be submitted by the requesting service representative to the Training Task Selection Board (TTSB) for joint-service review. Should the suggested changes be approved, the implementation date of the changes will be determined by DINFOS. Those tasks that are not approved for joint training can be submitted to the TTSB as service-specific training. The 3V0XX Air Force Career Field Manager (AFCFM) must fund all resources required to initiate service specific training to include student man-years, instructor authorizations and equipment. Failing approval of the TTSB or resource availability, the item will be identified in the STS with a dual proficiency code "/-" to indicate the task is not being taught in the apprentice course.

### ***Section E - Transitional Training Guide***

There are currently no transition training requirements. This area is reserved.

## ***Part II***

### ***Section A - Specialty Training Standard***

**1. Implementation.** This STS will be used for resident technical training provided by AETC and 7-level classes beginning 20040817 and graduating 20040826. New 5-level CDCs for 3V052 and 3V053 will be available under this STS on or before December 04. New 5-level CDCs for 3V051 will be available on April 05. Recommend June 2001 STS be maintained for CDC/STS proficiency code comparison until new CDCs are fielded.

**2. Purpose.** As prescribed in AFI 36-2201, this STS:

**2.1.** Lists in Column 1 (Task, Knowledge, and Technical Reference) the most common tasks, knowledge, and technical references (TR) necessary for airmen to perform duties in the 3-, 5-, and 7-skill level. Column 2 identifies Core Tasks, which are specialty-wide training requirements. Mandatory "core tasks" elements for each AFSC are identified using the following symbols: \*, G, P, V, and W. All codes are defined in **Note 2**.

**2.2.** Provides certification for OJT. Column 3 is used to record completion of tasks and knowledge training requirements. Use automated training management systems to document technician qualifications, if available. Task certification must show a certification/completed date. (As a minimum, use the following column designators: (Training Complete, Certifier Initials))

**2.3.** Shows formal training and correspondence course requirements. Column 4A shows the proficiency to be demonstrated on the job by the graduate as a result of training on the task and the career knowledge provide by the AFSCs 3V0XX, Visual Information Career Field. Column 4B shows the knowledge level an individual should posses after taking the 5-level CDC. Column 4C shows the proficiency to be demonstrated on the job by the graduate as a result of training in Course E3ACP3V071 001, Visual Information Craftsman. See CADRE/AFSC/CDC listing maintained by the unit training manager for current CDC listings.

**2.4. Qualitative Requirements.** Attachment 1 contains the proficiency code key used to indicate the level of training and knowledge provided by resident training and CDCs.

**2.5.** Becomes a job qualification standard (JQS) for OJT when placed in AF Form 623, On-The-Job Training Record, and used according to AFI 36-2201. When used as a JQS, the following requirements apply:

**2.5.1. Documentation.** Document and certify completion of training. Identify duty position requirements by circling the subparagraph number next to the task statement. As a minimum, complete the following columns in Part II of the CFETP: Training Start Date, Training Completed, Trainee Initials, Trainer Initials, and Certifier Initials (if applicable). An AFJQS may be used in lieu of Part II of the CFETP only upon approval of the AFCFM. *NOTE:* The AFCFM may supplement these minimum documentation procedures as needed or deemed necessary for their career field.

**2.5.1.1. Converting from Old Document to CFETP.** Use the new CFETP to identify and certify all past and current qualifications.

**2.5.1.1.1. A:** For those tasks previously certified and required in the current duty position, evaluate current qualifications and when verified recertify using current date as completion date and enter trainees and trainer's initials. Remember, during the transcription process no training is taking place. Therefore, the certifier's initials are not required.

**2.5.1.1.2. B:** For non-core and non-critical tasks previously certified and required in the current duty position, evaluate current qualifications and when verified, recertify using current date, as completion date and enter trainee's and trainers initials.

**2.5.1.1.3.** C: When transcribing previous certification for tasks not required in the current duty position, carry forward *only* the previous completion date of certification (Not the initials of another person). If and when transcribed tasks become a duty position requirement, recertify using standard certification procedures.

**2.5.1.1.4.** D: The person whose initials appear in the trainer or certifier block during the transcription process must meet the requirements of their prescribed roles.

**2.5.1.1.5.** E: Upon completion of the transcription process, give old CFETP to the member.

**2.5.1.2. Documenting Career Knowledge.** When a CDC is not available: the supervisor identifies STS training references the trainee requires for career knowledge and ensures, as a minimum, that trainees cover the mandatory items in AFI 36-2108. For two-time CDC course exam failures; supervisors identify all STS items corresponding to the areas covered by the CDC. The trainee completes a study of STS references, undergoes evaluation by the task certifier, and receives certification on the STS. *NOTE:* Career knowledge must be documented prior to submitting a CDC waiver.

**2.5.1.3. Decertification and Recertification.** When an airman is found to be unqualified on a task previously certified for his or her assigned position, the supervisor lines through the previous certification or deletes previous certification when using an automated system. Appropriate remarks are entered on the AF Form 623A, On-The-Job Training Record Continuation Sheet, as to the reason for decertification. The individual is recertified (if required) either by erasing the old entries and writing in the new or by using correction fluid (if the entries were made in ink) over the previously certified entry.

**2.5.2. Training Standard.** Tasks are trained and qualified to the go/no go level. Go means the individual can perform the task without assistance and meet local demands for accuracy, timeliness, and correct use of procedures.

**2.5.2.1. Core Tasks.** To be considered fully qualified and eligible for higher skill level award, personnel must be duty position qualified and be trained and certified on all core tasks. Only the base training manager in coordination with the MAJCOM MM functional manager and concurrence of the AFCFM can waive core task training and/or certification.

**2.6. Weighted Airman Promotion System (WAPS).** Is a guide for development of promotion tests used in the Weighted Airman Promotion System (WAPS). Senior NCOs with extensive practical experience in their career field develops Specialty Knowledge Tests (SKT) at the USAF Occupational Measurement Squadron. The tests sample knowledge of STS subject matter areas judged by test development team members to be most appropriate for promotion to higher grades. Questions are based on study references listed in WAPS Catalog. Individual responsibilities are in chapter 14 of AFI 36-2606, *US Air Force Reenlistment, Retention, and NCO Status Programs* (formerly AFR 35-16, Volume 1). WAPS is not applicable to the Air National Guard or Air Force Reserve.

**3. Recommendations.** Report unsatisfactory performance of individual course graduates to 336 TRS/TR, 600 Hangar Rd, Keesler AFB MS 39534-2235. Reference specific STS paragraphs. A customer service information line has been installed for the supervisor's convenience. For a quick response to problems, call our Customer Service Information Line, Defense Switched Network (DSN) 597-4566 or 597-8388 (Fax) anytime day or night.

BY ORDER OF THE SECRETARY OF THE AIR FORCE

OFFICIAL

DONALD J. WETEKAM, Lt Gen, USAF  
DCS/Installations & Logistics

Attachment:  
3VXXX Specialty Training Standard

## PREFACE

**NOTE 1:** This is a combined STS for AFSCs 3V0X1, 3V0X2 and 3V0X3. Each AFSC must use the section identified for their AFSC by the following chart:

Item 1 through Item 9, all three AFSCs  
Item 10 through Item 16, 3V0X1  
Item 17 through Item 26, 3V0X2  
Item 27 through Item 36, 3V0X3

**NOTE 2:** Trainees will be required to perform those “core tasks” for their AFSC as identified in Column 2, Core/Wartime Tasks, of the STS. Mandatory “core tasks” elements for each AFSC are identified using the following chart:

- \* Requires training in all AFSCs
- G Requires training for 3V0X1 trainees
- P Requires training for 3V0X2 trainees
- V Requires training for 3V0X3 trainees
- W Mission unique requirements coded for contingency/wartime deployments.

**NOTE 3:** Each trainee must demonstrate the ability to complete the tasks Go/No-Go principle for each core task identified for their AFSC prior to certification.

**NOTE 4:** Codes in column 4c(2), 7 skill level CDC, does not apply to AFSC 3V0X3 for Items 1 through 9. This AFSC no longer has a 7 skill level CDC.

## Trainer/Certifier Identification

<b>NAME OF TRAINEE</b>		
<b>PRINTED NAME (Last, first, MI)</b>	<b>Initials (Written)</b>	<b>SSAN</b>
<b>PRINTED NAME OF CERTIFYING OFFICIAL AND WRITTEN INITIALS</b>		

### PROFICIENCY CODE KEY

LEVELS	SCALE VALUE	
TASK PERFORMANCE	1	CAN DO SIMPLE PARTS OF THE TASK. NEEDS TO BE TOLD OR SHOWN HOW TO DO MOST OF THE TASK. (EXTREMELY LIMITED)
“	2	CAN DO MOST PARTS OF THE TASK. NEEDS HELP ONLY ON THE HARDEST PARTS. (PARTIALLY PROFICIENT)
“	3	CAN DO ALL PARTS OF THE TASK. NEEDS ONLY A SPOT CHECK OF COMPLETED WORK. (PROFICIENT)
“	4	CAN DO THE COMPLETE TASK QUICKLY AND ACCURATELY. CAN TELL OR SHOW OTHERS HOW TO DO THE TASK. (HIGHLY PROFICIENT)
*TASK KNOWLEDGE	a	CAN NAME PARTS, TOOLS, AND SIMPLE FACTS ABOUT THE TASK (NOMENCLATURE)
“	b	CAN DETERMINE STEP BY STEP PROCEDURES FOR DOING THE TASK. (PROCEDURES)
“	c	CAN IDENTIFY WHY AND WHEN THE TASK MUST BE DONE AND WHY EACH STEP IS NEEDED. (OPERATING PRINCIPLES)
“	d	CAN PREDICT, ISOLATE, AND RESOLVE PROBLEMS CONCERNING THE TASK. (ADVANCED THEORY)
**SUBJECT KNOWLEDGE	A	CAN IDENTIFY BASIC FACTS AND TERMS ABOUT THE SUBJECT. (FACTS)
“	B	CAN IDENTIFY RELATIONSHIP OF BASIC FACTS AND STATE GENERAL PRINCIPLES ABOUT THE SUBJECT. (PRINCIPLES)
“	C	CAN ANALYZE FACTS AND PRINCIPLES AND DRAW CONCLUSIONS ABOUT THE SUBJECT. (ANALYSIS)
“	D	CAN EVALUATE CONDITIONS AND MAKE PROPER DECISIONS ABOUT THE SUBJECT. (EVALUATION)
<b>EXPLANATIONS</b>		
<p>* A task knowledge scale value may be used alone or with a task performance scale value to define a level of knowledge for a specific task (e.g., b and 1b).</p> <p>** A subject knowledge scale value is used alone to define a level of knowledge for a subject not directly related to a specific task, or for a subject common in several tasks.</p> <p>- This mark is used alone instead of a scale value to show that no proficiency training is provided in the course or CDC.</p>		

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
<b>1. OPERATIONAL RISK MANAGEMENT (ORM)</b> TR: AFIs 90-901, 91-301, 91-302; AFOSH STDs 48-9, 91-50, 91-64	*									
1.1. Hazards of AFSC 3V0XX							A	A	-	
1.2. AFOSH Standards for AFSC							-	A	B	
<b>2. C4I SECURITY</b> TR: ACP 122; AFDIR 33-303; AFH 31-602; AFIs 10-11, 31-401, 31-601, 33-110, 33-202, 33-203, 33-204, 33-207, 33-211, 33-332; AFMAN 33-326; DOD 5200.1-R										
2.1. Operations Security (OPSEC)										
2.1.1. Definition	*						A	A	B	
2.1.2. Background							A	A	B	
2.1.3. Vulnerabilities	*						A	-	B	
2.2. Information Security										
2.2.1. Classification process							A	-	B	
2.2.2. Marking							A	-	B	
2.2.3. Information safeguards	*									
2.2.3.1. Sensitive But Unclassified (SBU)							A/-	A	B	
2.2.3.2. Classified							A	A	B	
2.3. Communications Security (COMSEC)										
2.3.1. Definition	*						A	A	B	
2.3.2. Vulnerabilities	*						A	A	B	
2.3.3. Safeguarding classified information	*						A	A	B	
2.3.4. COMSEC equipment security							-	A	B	
2.4. Emission Security (EMSEC)										
2.4.1. Definition	*						-	A	B	
2.4.2. Vulnerabilities							-	A	B	
2.5. Physical Security										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
2.5.1. Definition	*						A	A	B	
2.5.2. Secure area access management							A	B	B	
2.5.3. Classified material control										
2.5.3.1. Storage							A	B	B	
2.5.3.2. Shipment							A	B	B	
2.5.3.3. Handling							A	B	B	
<b>3. ENVIRONMENTAL RESPONSIBILITIES</b> TR: AFOSH TD 161-21, 1G	*						A	A	B	
<b>4. TECHNICAL PUBLICATIONS</b> TR: Commercial Manuals	*									
4.1. Use manuals and pamphlets to obtain operating instructions for equipment							1a	-	-	
4.2. Use commercial publications to obtain operating instructions for equipment							1a	-	-	
<b>5. SUPERVISION</b> TR: AFI 36-2201, AFP 36-2241, AFI 33-117										
5.1. Orient new personnel							-	-	-	
5.2. Assign personnel to work crews							-	-	-	
5.3. Plan work assignments and priorities							-	-	-	
5.4. Schedule work assignments							-	-	-	
5.5. <i>ESTABLISH</i>										
5.5.1. Multimedia equipment plan							-	-	B	
5.5.2. Standards for quality control							-	A	A	
5.6. Evaluate work performance of subordinate personnel							-	-	-	
5.7. Resolve technical problems for subordinate personnel							-	-	-	
5.8. Counsel personnel and resolve individual problems							-	-	-	
5.9. Initiate action to correct substandard performance by personnel							-	-	-	
5.10. <i>PREPARE</i>										
5.10.1. Reports							-	-	-	
5.10.2. Functional charts							-	-	-	
5.11. AF Equipment Management TR: AFI 23-111, 23-110 CD										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
5.11.1. Special requisitions							-	-	-	
5.11.2. Issue slips							-	-	-	
5.11.3. Turn-in slips							-	-	-	
5.11.4. Report of Survey							-	-	-	
5.12. ANALYZE										
5.12.1. Reports							-	-	-	
5.12.2. Costs							-	-	-	
5.13. Financial Plan							-	-	B	
<b>6. TRAINING</b> TR: AFI 36-2201 & AFP 36-2241										
6.1. Evaluate personnel to determine need for training							-	-	-	
6.2. Plan and supervise OJT										
6.2.1. Prepare job qualification standard							-	-	-	
6.2.2. Conduct training							-	-	-	
6.2.3. Counsel trainees on their progress										
6.2.4. Monitor effectiveness of training										
6.2.4.1. Career knowledge upgrade							-	-	-	
6.2.4.2. Job proficiency upgrade							-	-	-	
6.2.4.3. Qualification							-	-	-	
<b>7. CUSTOMER SERVICE/RELATIONS</b> TR: AFI 33-117										
7.1. Determining/recommending multimedia product requirements	*						A	B	B	
7.2. Process work order requests							2b	-	-	
7.3. Copyright and reproduction restrictions	*						A	B	B	
7.4. Disposition of multimedia products and records	*						A	B	B	
7.4.1. Accessioning							-	A	B	
7.5. DAVIS system							-	A	B	
7.6. Marketing							-	A	B	
7.7. Feedback tools							-	A	-	
7.8. Multimedia Information Management System (MIMS)							-	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
<b>8. COMBAT MOBILITY OPERATIONS</b> TR: DoD 5040.2, 5040.4, 5122.5; AFI 33-117; AFI 33-101, dated 24 Jul 98, Interim Change 98-1 (Attachment 3), para 2.12 AFMAN 10-401V1 dated 19 May 03, Chapter 23, para 2.3.7 and 2.3.7.1, AFD 37-1										
8.1. Execute predeployment phase										
8.1.1. Tasking							a	A	B	
8.1.2. Planning										
8.1.2.1. Equipment							a	A	B	
8.1.2.2. Supply							a	A	B	
8.1.2.3. Personnel							a	A	B	
8.2. Execute deployment phase										
8.2.1. LAN/Computers/Communications Connectivity							-	A	A	
8.2.2. Data compression/decompression							a	A	-	
8.2.3. Combat Documentation	*						a	-	B	
8.2.4. Captions TR: DoD Imagery and Caption Guide	*						-	-	B	
8.2.5. Weapon System Video (WSV) TR: AFI 33-132							-	-	B	
8.3. After action report							a	A	B	
<b>9. CONTRACT OPERATIONS</b> TR: Office of Management and budget Circular A-76										
9.1. Outsourcing and Privatization (O&P)							-	-	A	
9.2. Most Efficient Organization (MEO)							-	-	A	
9.3. Performance Work Statement (PWS)							-	-	A	
9.4. Quality Assurance Surveillance Plan (QASP)							-	-	A	
<b>10. CONTINGENCY OPERATIONS/ DEPLOYMENT</b>	<b>W</b>									
10.1. Deployable VTCs							-	B	2b	
<b>11. USE FUNDAMENTALS OF GRAPHIC DESIGN</b> , TR: CDC 3V051	<b>G</b>									
11.1. Plan (conceptualize/brainstorm) (audience analysis, communicator goal analysis, organizational public image analysis, etc.)							2b	b	-	
11.2. Create							2b	b	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
11.3. Elements							2b	b	-	
11.4. Balance							2b	b	-	
11.5. Principles							2b	b	-	
11.6. Lettering							2b	B	-	
<b>12. USE FUNDAMENTALS OF DRAWING</b> TR: CDC 3V051	<b>G</b>									
12.1. Proportion							2b	b	-	
12.2. Form							2b	b	-	
12.3. Contour							2b	b	-	
12.4. Shading and shadow							2b	b	-	
12.5. Color theory							2b	b	-	
12.6. Color media							2b	b	-	
12.7. Perspective							2b	b	-	
<b>13. VI ELECTRONIC IMAGING SYSTEM</b> TR: Manufacturer's Manual										
13.1. Theory of Electronic Imaging							B	B	B	
13.2. Characteristics of electronic Charged Coupled Devices (CCD) and Complimentary Metal Oxide Semiconductor s (CMOS)							A	A	-	
13.3. <i>USE</i>										
13.3.1. Workstation	<b>G</b>						B	B	-	
13.3.2. Input devices										
13.3.2.1. Keyboard/mouse	<b>G</b>						2b	B	-	
13.3.2.2. Image scanner										
13.3.2.2.1. Flatbed	<b>G</b>						2b	B	-	
13.3.2.3. Digitizing devices										
13.3.2.3.1. Video capture							2b	B	-	
13.3.2.3.2. Digitizing tablets							2b	B	-	
13.3.2.3.3. Audio capture							2b	B	-	
13.3.2.4. Film scanner							2b	B	-	
13.3.3. Output devices										
13.3.3.1. Laser printer	<b>G</b>						2b	B	-	
13.3.3.2. Color printers	<b>G</b>						2b	B	-	
13.3.3.3. Video recorder							-	-	-	
13.3.3.4. Plotter							b/-	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
13.3.3.5. Large format printer							-	B	-	
13.3.3.6. High speed copier							-	B	-	
13.3.4. Storage devices	<b>G</b>						2b	B	-	
13.4. <i>USE</i>	<b>G</b>									
13.4.1. Operating systems devices							2b	B	-	
13.4.2. Desktop publishing software							2b	B	-	
13.4.3. Image editing software TR: AFI 33-117										
13.4.3.1. Ethics, TR: DODD 5040.5							B	B	B	
13.4.3.2. Methods							2b	B	-	
13.4.3.3. File format							2b	B	-	
13.4.3.4. Image editing							A	B	B	
13.4.4. Presentations							b	B	-	
13.4.5. Communications										
13.4.5.1. Data compression/ decompression							2b	B	-	
13.4.5.2. Data transfer							2b	B	-	
13.4.6. Graphic formats							2b	B	-	
13.4.6.1. Vector							2b	B	B	
13.4.6.2. Raster							2b	B	B	
13.4.7. Multimedia presentations										
13.4.7.1. Conceptualize							-	B	-	
13.4.7.2. Storyboard										
13.4.7.2.1. Plan (conceptualize/brainstorm) <i>(audience analysis, communicator goal analysis, organizational public image analysis, etc.)</i>							-	B	-	
13.4.7.2.2. Design and layout							-	B	-	
13.4.7.2.3. Assign tasks							-	B	-	
13.4.7.3. Create							-	B	-	
13.4.7.4. Test							-	B	-	
13.4.7.5. Produce							-	B	-	
13.4.8. Use Worldwide Web (WWW)							1a	B	B	
13.4.8.1. Web page design										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
13.4.8.1.1. Plan (conceptualize/brainstorm) (audience analysis, communicator goal analysis, organizational public image analysis, etc.)							-	B	B	
13.4.8.1.2. Design and layout							-	B	A	
13.4.8.1.3. Assign tasks							-	B	-	
13.4.8.1.4. Create							-	B	B	
13.4.8.1.5. Test							-	B	B	
13.4.8.1.6. Produce							-	B	B	
13.4.9. Animation										
13.4.9.1. Two dimensional							2b	B	-	
13.4.9.2. Three dimensional							2b	B	A	
13.5. System management										
13.5.1. Local Area Network (LAN)							A	B	B	
13.5.2. File management							2b	B	B	
13.5.3. Configuration/Calibration										
13.5.3.1. Monitor							1a	B	-	
13.5.3.2. Input device							1a	B	-	
13.5.3.3. Output device							1a	B	-	
13.5.4. Color management TR: Real World Color Mgt, ISBN 0201773406							-	B	-	
<b>14. PRESENTATIONS SUPPORT</b> TR: AFI 33-117; Applicable Manufacturer's Manuals										
14.1. Scheduling presentation facilities							-	-	A	
14.2. Assigning personnel to assist in presentations							-	-	-	
14.3. Preparing presentation facilities										
14.3.1. Furniture position							-	B	B	
14.3.2. Lighting control							-	B	B	
14.3.3. Ventilation and temperature control							-	B	B	
14.4. Set-up and operate VI equipment	<b>G</b>						-	B	B	
14.4.1. Audio recording devices							b/-	-	-	
14.4.2. Screens							-	B	-	
14.4.3. Video projector										
14.4.3.1. Video switcher/mixer							b/-	-	-	
14.4.3.2. Audio mixer							-	-	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
14.4.3.3. Computer inputs							b/-	-	-	
14.4.4. Video camera							b/-	-	-	
14.4.5. Video cassette players/recorders							b/-	-	-	
14.4.6. Monitors/TVs							b	-	-	
14.4.7. Video editors/duplicators							b	-	-	
14.4.8. Video teleconferencing	<b>G</b>									
14.4.8.1. Types of systems										
14.4.8.1.1. Fixed							B/-	B	-	
14.4.8.1.2. Desktops							B/-	B	-	
14.4.8.1.3. Portable							B/-	B	-	
14.4.8.1.4. LAN VTC							B/-	B	-	
14.4.8.2. Components										
14.4.8.2.1. Computer integration							-	B	-	
14.4.8.2.2. Video/data converters							-	B	-	
14.4.8.2.3. CODEC							B/-	B	-	
14.4.8.2.4. Projection Integration							-	B	-	
14.4.8.2.5. Cameras							-	B	-	
14.4.8.2.6. Copy boards							-	B	-	
14.4.8.3. Types of transmission										
14.4.8.3.1. ISDN							-	B	-	
14.4.8.3.2. Network interface							-	-	-	
14.4.8.3.3. Dedicated lines							-	B	-	
14.4.8.4. Scheduling										
14.4.8.4.1. DISA hubs							-	B	-	
14.4.8.4.2. Local networks							-	-	-	
14.4.8.4.3. Local bridges							-	B	-	
14.4.8.4.4. Common carriers							-	B	-	
14.4.8.5. Security										
14.4.8.5.1. Room accreditation							-	B	-	
14.4.8.5.2. Crypto Key procedures/Keying							-	B	-	
14.4.8.5.3. Encryption devices							-	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
14.4.8.6. Operating site requirements										
14.4.8.6.1. Scheduling calls							-	B	-	
14.4.8.6.2. Placing calls							-	B	-	
14.5. Audio systems										
14.5.1. Acoustics							-	B	-	
14.5.2. Microphone types and characteristics							-	B	-	
14.5.3. Amplifiers/mixers							-	B	-	
14.5.4. Loudspeakers							-	B	-	
14.6. Operating dedicated channel cable television (CATV) TR: AFI 33-117							-	B	-	
14.7. Weapons System Video TR: AFI 33-132	<b>W</b>									
14.7.1. Air Tasking Order (ATO) process							1a/-	B	B	
14.7.2. Configure tape deck and non-linear editing computers							1a/-	B	2b	
14.7.3. Configure video editing software							1a/-	B	2b	
14.7.4. Prepare title slides for classification, mission, and target information							1a/-	B	2b	
14.7.5. Capture and edit video clip from analog or digital source							1a/-	B	2b	
14.7.6. Use batch process to capture clips using in- and out-points							1a/-	B	2b	
14.7.7. Mask selected parts of video image							1a/-	B	2b	
14.7.8. Encode video and audio timelines to various formats, including MPEG and WMV							1a/-	B	2b	
14.7.9. Transmit clips using file transfer software, e-mail, optical or magnetic media, or shared file folder							1a/-	B	2b	
14.7.10. Archive imagery to various media for local use and for transmission to DVIC							1a/-	B	2b	
<b>15. MAINTAIN MULTIMEDIA PRODUCTS</b> TR: DOD 5040.2; AFI 33-117; Manufacturer Manual										
15.1. Characteristics										
15.1.1. Digital media							A	B	-	
15.1.2. Computer generated printer products							A	B	-	
15.2. Media Storage	<b>G</b>									
15.2.1. Magnetic media							A	B	-	
15.2.2. Artwork file							A	B	-	
15.2.3. Computer generated printer products							A	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
15.2.4. CD ROM read/write							A	B	-	
15.2.5. DVD read/write							A	B	-	
<b>16. MAINTAIN MULTIMEDIA EQUIPMENT</b> TR: Manufacturer Manual	<b>G</b>									
16.1. VI equipment							2a/-	B	-	
16.2. Perform inspection and operational check							2a/-	B	-	
16.3. Adjust VI equipment							-	B	-	
16.4. Perform operator level troubleshooting and maintenance							b	B	-	
<b>17. PHOTO ELECTRONIC IMAGING SYSTEMS</b> TR: Manufacturer's Manual										
17.1. Theory of electronic imaging							B	B	B	
17.2. Characteristics of electronic Charged Coupled Devices (CCD) and Complimentary Metal Oxide Semiconductor s (CMOS)							A	A	-	
17.3. Use hardware	<b>P</b>									
17.3.1. Work stations							2b	B	-	
17.3.2. Input devices							2b	B	-	
17.3.3. Output devices							2b	B	-	
17.3.4. Image storage devices							2b	B	-	
17.4. Use software										
17.4.1. Operating system	<b>P</b>						2b	B	-	
17.4.2. Desktop publishing							2b	B	-	
17.4.3. Image editing TR: AFI 33-117, DoDD 5040.5										
17.4.3.1. Ethics	<b>P</b>						B	B	B	
17.4.3.2. Methods							2b	B	-	
17.4.4. Data compression and decompression	<b>P</b>									
17.4.4.1. Data transfer							2b	B	-	
17.4.4.2. File format							2b	B	-	
17.4.4.3. Vector based							2b	B	B	
17.4.4.4. Raster based							2b	B	B	
17.4.5. Multimedia							A	-	B	
17.4.6. Worldwide Web (WWW)							1a	A	B	
17.5. System management										
17.5.1. Local Area Network (LAN)							A	B	B	
17.5.2. File management							2b	B	B	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
17.5.3. Telecommunications							A	B	-	
17.5.4. Configuration/Calibration	<b>P</b>									
17.5.4.1. Monitor							1a	B	-	
17.5.4.2. Output devices							1a	B	-	
17.5.4.3. Input devices							1a	B	-	
17.5.4.4. Color management TR: Real World Color Mgt, ISBN 0201773406	<b>P</b>						A/-	B		
17.5.4.4.1. Reflection densitometer	<b>P</b>						A/-	B		
17.5.5. Troubleshooting										
17.5.5.1. Hardware							A	B	-	
17.5.5.2. Software							A	B	-	
<b>18. PRINCIPLES OF MATHEMATICS</b>										
18.1 Use basic math							A/-	B	-	
<b>19. EXISTING AND SUPPLEMENTAL LIGHTING</b> TR: <u>Photo Lab Index</u> , Morgan and Morgan										
19.1. Theory of light							B	B	-	
19.2. <i>USE</i>										
19.2.1. Fluorescent	<b>P</b>						2b	B	-	
19.2.2. Incandescent	<b>P</b>						b	B	-	
19.2.3. Quartz halogen	<b>P</b>						2b	B	-	
19.2.4. Electronic flash	<b>P</b>						2b	B	-	
19.2.5. Infrared							-	-	-	
19.2.6. Ultra-Violet (UV)							-	-	-	
<b>20. PHOTOGRAPHIC EXPOSURE</b> TR: <u>Photo Lab Index</u> , Morgan and Morgan										
20.1. Principles of exposure							B	B	-	
20.1.1. Gray card use							1a/-	b	-	
20.2. Calculate exposure										
20.2.1. White balance							1a	b	-	
20.2.2. Flash guide numbers							2b	b	-	
20.2.3. Light meters	<b>P</b>						2b	b	-	
20.2.4. Flash meters							2b	b	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
<b>21. PHOTOGRAPHIC OPTICS</b> TR: Applied Photographic Optics, 3 <sup>rd</sup> Ed. (ISBN 0240515404)										
21.1. Principles of photographic optics							B	B	-	
21.2. Characteristics of photographic lenses							B	B	-	
21.3. Use lens (normal, wide-angle, telephoto, zoom, and special)										
21.3.1. Image size	P						B	b	-	
21.3.2. Depth of field	P						2b	b	-	
21.3.3. Diminution							1a/-	b	-	
21.3.4. Foreshortening							1a/-	b	-	
<b>22. PHOTOGRAPHIC FILTERS</b> TR: Photo Lab Index, Morgan and Morgan										
22.1. Effects and limitations							B	C	-	
22.2. Determine exposure compensation for filters							b	C	-	
22.3. Use photographic filters										
22.3.1. Neutral density							b	C	-	
22.3.2. Polarizing							2b	C	-	
22.3.3. Haze/UV							b	C	-	
<b>23. STUDIO PHOTOGRAPHY</b> TR: Photo Lab Index, Morgan and Morgan, AFI 36-2632										
23.1. Studio lighting							-	-	-	
23.1.1. Copy lighting							-	-	-	
23.1.2. Position copy lights							2c	B	-	
23.2. Pose subject										
23.2.1. Psychology							2c	B	-	
23.2.2. Techniques							2c	B	-	
23.3.3. Formal							2c	B	-	
23.3.4. Informal							2c	B	-	
23.3.5. Group							2c	B	-	
23.3.6. Full length							2c	B	-	
23.3. Accomplish passport and identification photographs							2c	B	-	
23.4. Acquire studio images							1a	b	-	
23.5. Export studio images							1a	b	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
<b>24. PHOTOGRAPHIC ASSIGNMENT</b> TR: AFIs 11-202 v3, 11-401, 33-117, DODD 5040.4										
24.1. Mission planning	<b>P</b>									
24.1.1. Coordinate with customer							2b	B	B	
24.1.2. Research mission requirements							2b	B	B	
24.1.3. Image clearance procedures							a	B	-	
24.1.4. Determine equipment requirements							2b	B	B	
24.2. Apply basic elements of composition	<b>P</b>						2c	B	-	
24.3. Combat documentation										
24.3.1. Combat documentation principles	<b>P</b>						2b	B	B	
24.3.2. Aerial photo techniques							A	B	B	
24.3.2.1. Pilot's responsibility							-	-	-	
24.3.2.2. Individual's responsibility							-	B	B	
24.3.2.3. Acquire aerial documentation							-	-	-	
24.3.3. Night vision device							A	B	-	
24.4. Documentation technique TR: DOD 5040.2; AP Style Book										
24.4.1. Story ideas							A	B	B	
24.4.2. Write captions/cut lines/assign VIRIN	<b>P</b>						2b	B	2b	
24.4.3. Gather cover story information	<b>P</b>						2b	B	B	
24.4.4. Transmitting							A	B	B	
24.4.5. Apply photographic techniques										
24.4.5.1. Field operations	<b>P</b>						2b	B	-	
24.4.5.2. Sports/action							2b	B	-	
24.4.5.3. Groups							2b	B	-	
24.4.5.4. Short suspense assignments							-	B	-	
24.4.5.5. Editorial							-	B	-	
24.4.5.6. Picture story							2b	B	-	
24.4.5.7. Personality feature							2b	B	-	
24.4.5.8. Awards and presentations							2b	B	-	
24.4.5.9. Material Deficiency Reports (MDR)							2b	B	-	
24.4.5.10. Architecture							A	B	-	
24.4.5.11. Aircraft/ground mishaps	<b>P</b>						2b	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
24.4.5.12. Legal/criminal investigation/medical	P						2b	B	-	
24.4.5.13. Still life							1a	b	-	
<b>25. COLOR PHOTOGRAPHY</b> — TR: <u>Photo Lab Index</u> , Morgan and Morgan										
25.1. Impact of light on digital sensors							B	B	-	
25.2. Characteristics of color output							B	B	-	
25.3. Digital printers							B	B	-	
25.3.1. Media							B/-	B	-	
<b>26. PERFORM OPERATOR MAINTENANCE</b> TR: TO Series 10B, 10E, 10G, 10M; Manufacturers Manuals	P									
26.1. Cameras							2b	B	-	
26.2. Lenses							2b	B	-	
26.3. Lighting equipment							2b	B	-	
26.4. Electronic imaging systems							2b	B	-	
<b>27. VIDEO</b>										
27.1. Principles and applications	V						B	B	-	
27.2. Fundamental visual concepts										
27.2.1. Visual communication responsibilities	V						B	B	B	
27.2.2. Nature of vision/illusion of motion							A	B	-	
27.3. Video acquisition fundamentals	V									
27.3.1. Camera placement							2b	B	-	
27.3.2. Lens focal length							2b	B	-	
27.3.3. Point of view							2b	B	-	
27.3.4. Correct filters							2b	B	-	
27.4. Use slate to identify coverage	V						2b	B	-	
27.5. Operate night vision device							2b	B	-	
27.6. Execute fundamental rules of camera and subject movement	V						2b	B	-	
27.7. Apply fundamental rules	V									
27.7.1. Focusing							2b	B	-	
27.7.2. Framing							2b	B	-	
27.7.3. Composition							2b	B	-	
27.7.4. Exposure							2b	B	-	
27.7.5. White balance							2b	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
27.8. Visual continuity and storytelling	V									
27.8.1. LS-MS-CU progression							2b	B	B	
27.8.2. Reverse shot progression							2b	B	-	
27.8.3. Compound camera movement							2b	B	-	
27.8.4. Clean entrance/exit							2b	B	-	
27.8.5. Develop complete story							2b	B	B	
27.8.6. Editing in camera (as practical)							B	B	-	
27.9. Control	V									
27.9.1. Screen direction							2b	B	-	
27.9.2. Continuity							2b	B	B	
27.9.3. Depth of field							2b	B	-	
27.9.4. Perspective							2b	B	-	
27.10. Record protection footage	V									
27.10.1. Overlapping action							2b	B	-	
27.10.2. Cut-ins							2b	B	-	
27.10.3. Cutaways							2b	B	-	
27.10.4. Transitions							2b	B	-	
27.10.5. Establishing shots							2b	B	-	
27.10.6. Reestablishing shots							2b	B	-	
27.11. Interviews	V									
27.11.1. Develop questions							2b	B	B	
27.11.2. Prepare proper framing and background selection							2b	B	-	
27.11.3. Prepare and conduct							2b	B	-	
27.12. Use handheld techniques	V						2b	B	-	
27.13. Use aggressive methods to anticipate/record action	V						2b	B	-	
27.14. Standard camera shutter speed deviation							-	B	-	
27.15. Collect background material (Sources: PA, Historian)	V						2b	B	B	
27.16. Review footage for full coverage of story requirements	V						2b	B	B	
27.17. Write cover story	V						2b	B	2b	
27.18. Complete accurate captions	V						2b	B	2b	
27.19. Transmission/Shipping	V						2b	B	-	
27.20. Sound recording										
27.20.1. Principles/concepts	V						B	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
27.20.2. Impedance matching							B	B	-	
27.20.3. Audio troubleshooting	V						B	B	-	
27.20.4. Microphones	V									
27.20.4.1. Operation principles							B	B	-	
27.20.4.2. Determine proper placement							2b	B	-	
27.20.4.3. Minimize background noise							2b	B	-	
<b>28. VIDEO DOCUMENTATION</b> TR: Commercial references										
28.1. Conduct	V									
28.1.1. Research							2b	B	B	
28.1.2. Coordination							2b	B	B	
28.1.3. Site coordination							2b	B	B	
28.1.4. Shooting outline							1b	B	-	
28.1.5. Equipment operations										
28.1.5.1. Camera							2b	B	-	
28.1.5.2. Tripod							2b	B	-	
28.1.5.3. Lighting equipment							2b	B	-	
28.1.5.4. Microphones							2b	B	-	
28.1.5.5. Accessories/Supplies							2b	B	-	
28.1.6. Mission							2b	B	B	
28.1.7. Teamwork methods and procedures							2b	B	B	
28.2. Electrical principles										
28.2.1. Determine total wattage							2b	B	-	
28.2.2. Determine total amperage							2b	B	-	
28.2.3. Determine rating of circuit breakers, fuses, extension cords							2b	B	-	
28.2.4. Determine requirements							-	B	-	
28.3. Basic location lighting										
28.3.1. Lighting principles							B	B	B	
28.3.2. Use controlled illumination							2b	B	-	
28.3.3. Use reflectors/umbrellas to supplement lighting							2b	B	-	
<b>29. VIDEO EDITING</b> TR: Commercial references as appropriate										
29.1. Editing objectives	V									

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
29.1.1. Combining							A	B	-	
29.1.2. Trimming							A	B	-	
29.1.3. Correcting							A	B	-	
29.1.4. Building							A	B	-	
29.2. Setup editing equipment	V						A	B	-	
29.3. Review footage	V						2b	B	-	
29.4. Operate multiple function editing machine	V						2b	B	-	
29.5. Edit master										
29.5.1. Sequencing	V						2b	B	-	
29.5.2. Log time code	V						2b	B	-	
29.5.3. Edit Decision List (EDL)							A	B	-	
29.6. Video transitions										
29.6.1. Principles	V						B	B	-	
29.7. Computer enhanced video										
29.7.1. Special effects, techniques and procedures							A	B	-	
29.7.2. Create digital video effects							2b	B	-	
29.7.3. Operate character generator	V						2b	B	-	
29.8. Audio/auxiliary equipment										
29.8.1. Principles and techniques										
29.8.1.1. Audio mixing	V						1a	B	-	
29.8.1.2. Sound/Special effects							B	B	-	
29.8.2. Operate										
29.8.2.1. Input audio	V						2b	B	-	
29.8.2.2. Portable audio mixer							2b	B	-	
29.8.2.3. Audio signal correction, equalization, and noise reduction equipment							A	B	-	
29.8.3. Video signal correction										
29.8.3.1. Principles and theory	V						B	B	-	
29.8.3.2. Time base corrector										
29.8.3.2.1. Theory	V						A	B	-	
29.8.3.2.2. Operate corrector							1a	B	-	
29.8.3.3. Waveform monitors										
29.8.3.3.1. Principles and theory	V						B	B	-	

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
29.8.3.3.2. Set-up and operate							2b	b	-	
29.8.3.4. Vector scopes										
29.8.3.4.1. Principles and theory	V						B	B	-	
29.8.3.4.2. Set-up and operate							2b	b	-	
29.8.4. Copyright media alternatives TR: AFI 28-117										
29.8.4.1. Select music/stock footage							A	B	B	
29.8.4.2. Requesting permission	V						A	B	B	
29.8.5. Duplicating/distribute video products	V						2b	B	-	
29.9. Ethics TR : AFI 33-117, DoD D 5040.5	V									
29.9.1. Image manipulation							-	B	B	
29.9.2. Audio manipulation							-	B	B	
<b>30. JOB RELATED PRINCIPLES OF OPTICS</b> TR: Commercial references	V									
30.1. Light							B	B	-	
30.2. Filters							B	B	-	
30.3. Lenses							B	B	-	
<b>31. VIDEO RECORDING MATERIALS</b> TR: Commercial references										
31.1. Physical properties							B	B	-	
31.2. Type of video recording materials	V						B	B	-	
31.3. Cataloging, storing, and filing materials	V						A	B	B	
<b>32. PRODUCTION FACILITY</b> TR: Commercial references										
32.1. Basic requirements							A	B	-	
32.2. Production facility layout							A	B	-	
32.3. <i>PERFORM AS</i>										
32.3.1. Director							A	B	A	
32.3.2. Floor manager							A	B	A	
32.3.3. Cameraman							1b	B	A	
32.3.4. Audio technician							A	B	A	
32.3.4.1. Operate audio console							-	B	-	
32.3.5. Technical director							A	B	A	
32.3.5.1. Operator switcher							A	B	-	
32.4. Perform production functions										

1. TASKS, KNOWLEDGE AND TECHNICAL REFERENCES	2. CORE TASK/WAR TIME	3. CERTIFICATION FOR OJT					4. PROFICIENCY CODES USED TO INDICATE TRAINING/ INFORMATION PROVIDED			
		A	B	C	D	E	A 3 - LVL	B 5 - LVL	C 7 - LVL	
		TRAINING START	TRAINING COMPLETION	TRAINEE INITIALS	TRAINER INITIALS	CERTIFIER INITIALS	COURSE	CDC	(1) COURSE	(2) CDC
32.4.1. Preproduction							2b	B	-	
32.4.2. Production							2b	B	-	
32.4.3. Post production							2b	B	-	
<b>33. AERIAL MOTION MEDIA</b> TR: AFI 11-401, 11-202V3, 33-117, DOD 5040.4 & Commercial Manuals										
33.1. Pilot responsibilities							A	B	-	
33.2. Individual responsibilities							A	B	B	
33.3. Aerial pictorial techniques							A	B	B	
33.4. Stabilized camera							A	B	B	
33.5. Acquire aerial documentation							A	B	B	
<b>34. PROMPTING DEVICES</b> TR: Commercial References										
34.1. Use and operating principles							A	B	-	
34.2. Setup and operate portable prompting devices							A	B	-	
34.3. Advise talent of prompting device techniques							A	B	-	
<b>35. PRODUCING/DIRECTING/WRITING</b> TR: Commercial References										
35.1. Conduct preproduction planning conferences							2b	B	B	
35.2. Production treatment							2b	B	-	
35.3. Prepare storyboard							2b	B	-	
35.4. Direct rehearsed program activities							1a	B	-	
35.5. Direct videotape editing							2b	B	-	
35.6. Critique products							-	B	-	
35.7. Preparing script							A	B	-	
<b>36. OPERATIONAL PREVENTIVE MAINTENANCE</b> TR: Commercial References										
36.1. Perform maintenance operator	<b>V</b>									
36.1.1. Camera							1a	B	-	
36.1.2. Recorders							1a	B	-	
36.1.3. Related accessories							1a	B	-	
36.2. Employ damage prevention methods in handling Multimedia/VI equipment	<b>V</b>						2b	B	-	
36.3. Store VI equipment	<b>V</b>						1b	B	-	
36.4. Evaluate and degauss							-	B	-	

**NOTE:** This is a combined STS for AFSCs 3V0X1, 3V0X2 and 3V0X3.

## ***Section B - Course Objective List***

4. The following is the Training Task Inventory (TTI) for the resident initial skills course, constructed by Task Training Selection Boards (TTSB) hosted by the Defense Information School. The board is composed of representatives from all Services. The final inventory is a consensus agreement of task and knowledge requirements the course instructors use to construct the program of instruction. These tasks are not listed necessarily in the order taught.

### **5. Course Objectives.**

#### **5.1. Basic AFSC awarding courses**

5.1.1. Initial Skills Course: Basic Multimedia Illustrator Course (DINFOS-BMIC) (TTI dated 28 Feb 2001) (Air Force Course: E5ABD3V031 000, Basic Graphics Course)

#### **5.1.2. Task Statements. Basic Graphics**

##### **5.1.2.1. Orientation**

##### **5.1.2.2. Security**

##### **5.1.2.3. Safety**

###### **5.1.2.3.1. HAZMAT/Environmental Concerns**

##### **5.1.2.4. Ethics**

###### **5.1.2.4.1. Enhancement vs. Manipulation vs. Editing**

###### **5.1.2.4.1.1. Copyright Policy**

###### **5.1.2.4.1.2. Legalities**

##### **5.1.2.5. Equipment**

###### **5.1.2.5.1. Use Basic Drawing Tools and Equipment**

###### **5.1.2.5.2. Operate Copier**

##### **5.1.2.6. Electronic Imaging Systems**

###### **5.1.2.6.1. Hardware**

###### **5.1.2.6.1.1. Input Devices**

###### **5.1.2.6.1.1.1. Use Keyboard**

###### **5.1.2.6.1.1.2. Use Image Scanner**

###### **5.1.2.6.1.1.2.2. Flatbed**

###### **5.1.2.6.1.1.3. Use Digitizing Device**

###### **5.1.2.6.1.1.3.1. Video Capture**

###### **5.1.2.6.1.1.3.2. Digitizing**

###### **5.1.2.6.1.1.3.3. Audio Capture**

###### **5.1.2.6.1.1.3.4. Digital Camera**

###### **5.1.2.6.1.2. Output Devices**

###### **5.1.2.6.1.2.1. Use Electronic Presentation Systems w/Video/Data Projectors**

###### **5.1.2.6.1.2.2. Use Black and White Printer**

###### **5.1.2.6.1.2.3. Use Color Printer**

###### **5.1.2.6.1.2.5. Use Video Recorder**

###### **5.1.2.6.1.2.6. Use Plotter**

###### **5.1.2.6.2. Software**

###### **5.1.2.6.2.1. Operating System (e.g., DOS/Windows & MacIntosh)**

###### **5.1.2.6.2.2. Desktop Publishing**

###### **5.1.2.6.2.3. Image Editing**

###### **5.1.2.6.2.4. Graphic Design**

###### **5.1.2.6.2.4.1. Vector-Based**

###### **5.1.2.6.2.4.2. Raster-Based**

- 5.1.2.6.2.5. Multi-Media
- 5.1.2.6.2.6. Animation
- 5.1.2.6.2.7. Presentations
  
- 5.1.2.7. Computer Management
  - 5.1.2.7.1. Local Area Network
  - 5.1.2.7.2. Systems Management
  - 5.1.2.7.3. Files Management
  - 5.1.2.7.4. System Configuration/Software Loading/Equipment Set-up
  
- 5.1.2.8. Lettering
  - 5.1.2.8.1. Fundamentals of lettering
  - 5.1.2.8.2. Lettering Freehand
  - 5.1.2.8.3. Apply Prepared Lettering
  - 5.1.2.8.4. Use Electrical Lettering Devices (e.g., Merlin)
  
- 5.1.2.9. Fundamentals of drawing
  - 5.1.2.9.1. Apply Principles of Realistic Drawing
    - 5.1.2.9.1.1. Proportion
    - 5.1.2.9.1.2. Form
    - 5.1.2.9.1.3. Contour
    - 5.1.2.9.1.4. Shading
  - 5.1.2.9.2. Use Color Media
  - 5.1.2.9.3. Apply Principles of Perspective
  
- 5.1.2.10. Fundamentals of Color Theory
  
- 5.1.2.11. Layout and Design
  - 5.1.2.11.1. Apply Principles of Layout & Design
  - 5.1.2.11.2. Identify Elements of Layout & Design
  - 5.1.2.11.3. Art Work File (e.g., Clip-Art)
  
- 5.1.2.12. Prepare Visual Communication
  - 5.1.2.12.1. Charts and Graphs
  - 5.1.2.12.2. Electronic Presentations
  
- 5.1.2.13. Printing Reproductions
  - 5.1.2.13.1. Methods of Reproduction
  - 5.1.2.13.2. Prepare Artwork for Reproduction
  
- 5.1.2.14. Combat/Field Graphics/Art
  - 5.1.2.14.1. Distribution of products
  - 5.1.2.14.2. Imagery Captions
  - 5.1.2.14.3. Combat Documentation (produce reference sketches)
  - 5.1.2.14.4. Still-Photographic Editing and Processing System (US Army)
  - 5.1.2.14.5. Armament Delivery Recording
  - 5.1.2.14.6. FTX
  - 5.1.2.14.7. Prepare Map Overlays
  
- 5.1.2.15. Customer Relations
  
- 5.1.2.16. Operator-Level Maintenance
  
- 5.1.2.17. Transmission
  - 5.1.2.17.1. Compression (Lossy/Lossless)
  - 5.1.2.17.2. Service Bureaus
  - 5.1.2.17.3. Satellite

5.1.2.17.4. Telecommunications

5.1.2.18. Archiving (internal/external)

5.1.2.18.1. Image Database Management

5.1.2.18.2. Output Files to Record Media (Internal Archiving)

5.1.2.18.2.1. Recordable CD-ROM (CD-R)

5.1.2.18.2.2. Photo CDs

5.1.2.18.3. Identify and Retrieve Archived Images (internal/external)

**5.2.1 Initial Skills Course: Basic Still Photography (DINFOS-BSP) (TTI dated 15 Feb 01)  
Photographic Maintenance Quality Control Course (DINFOS-PMQCC) (TTI dated 8 Feb 01)**

5.2.2. **Task Statements.** Basic Still Photography

5.2.2.1. Security

5.2.2.1.1. Physical security

5.2.2.1.2. Specific OPSEC vulnerabilities

5.2.2.1.3. Classification

5.2.2.1.3.1. Markings

5.2.2.1.3.2. Distribution

5.2.2.1.3.3. Sensitive items

5.2.2.1.4. Communication

5.2.2.2. Safety/OSHA

5.2.2.2.1. Use OSHA standards

5.2.2.2.1.1. Right to know statement

5.2.2.2.1.2. MSDS

5.2.2.2.2. Apply safety precautions when working with the following hazard

5.2.2.2.2.1. Chemical

5.2.2.2.2.2. Electrical

5.2.2.2.2.3. Mechanical

5.2.2.2.2.4. Physical

5.2.2.3. Administration

5.2.2.3.1. Prepare, maintain and use

5.2.2.3.1.1. Work orders (Generic DOD form)

5.2.2.3.1.2. Work request log (Generic DOD form)

5.2.2.3.2. Use equipment operating instructions

5.2.2.3.3. Copyright and reproduction restrictions

5.2.2.3.4. Disposition procedures for multimedia records and photography (DOD 5040.)

5.2.2.3.5. Customer interaction

5.2.2.3.6. Federal Environmental Standards

5.2.2.3.6.1. EPA Standards

5.2.2.3.7. Ethics

5.2.2.3.8. Captions

5.2.2.3.8.1. Prepare Digital Caption

5.2.2.3.8.2. Write captions

5.2.2.3.8.3. Use VIRIN number

5.2.2.3.9. Related publication/sources

5.2.2.4. Existing and Supplemental light

5.2.2.4.1. Theory of light

5.2.2.4.2. Expose film under the following lighting conditions

5.2.2.4.2.1. Daylight

5.2.2.4.2.2. Fluorescent

5.2.2.4.2.3. Incandescent

- 5.2.2.4.2.4. Quartz halogen
- 5.2.2.4.2.5. Electronic flash
  - 5.2.2.4.2.5.1. Multi-flash
  - 5.2.2.4.2.5.2. Fill flash
  - 5.2.2.4.2.5.3. Bounce
  - 5.2.2.4.2.5.4. Diffuser
  - 5.2.2.4.2.5.5. Direct/off camera
  - 5.2.2.4.2.5.6. Ring light
- 5.2.2.4.2.6. CRT computer screen
- 5.2.2.5. Photographic Exposure
  - 5.2.2.5.1. Theory of exposure
    - 5.2.2.5.1.1. Equivalent exposure
    - 5.2.2.5.2. Calculate exposure using
      - 5.2.2.5.2.1. Flash guide numbers
      - 5.2.2.5.2.2. Light meter
        - 5.2.2.5.2.2.1. Incident
        - 5.2.2.5.2.2.2. Reflectance
      - 5.2.2.5.2.3. Flash meter
        - 5.2.2.5.2.3.1. Single flash
        - 5.2.2.5.2.3.2. Multi-flash
        - 5.2.2.5.2.3.3. Cumulative flash effect
- 5.2.2.6. Characteristic of Black and White film
  - 5.2.2.6.1. Panchromatic
  - 5.2.2.6.2. Orthochromatic
  - 5.2.2.6.3. Instant (Polaroid)
- 5.2.2.7. Photographic Lenses
  - 5.2.2.7.1. Principles of Photographic lenses
  - 5.2.2.7.2. Use lenses (normal, wide, telephoto, zoom, etc) to control
    - 5.2.2.7.2.1. Image size
    - 5.2.2.7.2.2. Depth of field/focus
    - 5.2.2.7.2.3. Diminution
    - 5.2.2.7.2.4. Foreshortening
- 5.2.2.8. Electronic Imaging Systems
  - 5.2.2.8.1. Principles of Electronic Imaging
  - 5.2.2.8.2. Characteristics of Digital Photographic Sensors
  - 5.2.2.8.3. Hardware
    - 5.2.2.8.3.1. Use digital camera to acquire images
    - 5.2.2.8.3.2. Process images using computer workstation
    - 5.2.2.8.3.3. Use peripheral devices
      - 5.2.2.8.3.3.1. Keyboard/mouse
      - 5.2.2.8.3.3.2. Scanner
        - 5.2.2.8.3.3.2.1. Flatbed
        - 5.2.2.8.3.3.3. CD ROM
        - 5.2.2.8.3.3.4. B&W/Color output devices
          - 5.2.2.8.3.3.4.1. Laser (B&W/Color)
          - 5.2.2.8.3.3.4.2. Dye sublimation
          - 5.2.2.8.3.3.4.3. Thermal
          - 5.2.2.8.3.3.4.4. Ink jet
          - 5.2.2.8.3.3.4.5. Raster based
          - 5.2.2.8.3.3.4.6. Vector based
        - 5.2.2.8.3.3.5. Electronic Multimedia Presentation System (AF).

- 5.2.2.8.3.3.6. Image storage device
  - 5.2.2.8.4. Software
    - 5.2.2.8.4.1. Use operating systems
      - 5.2.2.8.4.1.1. DOS
    - 5.2.2.8.4.2. Use imaging software
    - 5.2.2.8.4.3. Use imaging enhancement
      - 5.2.2.8.4.3.1. Ethics
      - 5.2.2.8.4.3.2. Methods
    - 5.2.2.8.4.4. Use data compression/decompression
      - 5.2.2.8.4.4.1. Data transfer
      - 5.2.2.8.4.4.2. File format
    - 5.2.2.8.4.5. Perform color calibration of
      - 5.2.2.8.4.5.1. Monitor
      - 5.2.2.8.4.5.2. Output device
  - 5.2.2.8.5. System Management
    - 5.2.2.8.5.1. Local area network
    - 5.2.2.8.5.2. File management
      - 5.2.2.8.5.2.1. Visual Information Record Identification Number (VIRIN)
  - 5.2.2.8.6. Establish telecommunications
    - 5.2.2.8.6.1. Satellite up-link/down-link (simulate)
    - 5.2.2.8.6.2. Landlines
    - 5.2.2.8.6.3. Radio
- 
- 5.2.2.9. Photographic Filters
    - 5.2.2.9.1. Effects and limitations
    - 5.2.2.9.2. Determine exposure compensation for filters
    - 5.2.2.9.3. Select and use filters for photography
      - 5.2.2.9.3.1. Correction
      - 5.2.2.9.3.2. Contrast
      - 5.2.2.9.3.3. Neutral density
      - 5.2.2.9.3.4. Polarizing
      - 5.2.2.9.3.5. Haze/UV
      - 5.2.2.9.3.6. Light balancing
      - 5.2.2.9.3.7. Color conversion
      - 5.2.2.9.3.8. Color compensating
- 
- 5.2.2.10. Characteristics of Black and White Chemistry
    - 5.2.2.10.1. Developers
    - 5.2.2.10.2. Stop baths
    - 5.2.2.10.3. Fixing baths
    - 5.2.2.10.4. Mixing black and white photographic chemistry using
      - 5.2.2.10.4.1. Manual methods
      - 5.2.2.10.4.2. Electrical mixing
- 
- 5.2.2.11. Quality Control for Black and White/Color
    - 5.2.2.11.1. Visually evaluate photographic products for mechanical and chemical defects
    - 5.2.2.11.2. Evaluate accomplishments of photographic and laboratory assignments (QA)
    - 5.2.2.11.3. Use densitometer to maintain process control charts (AF)
    - 5.2.2.11.4. Storage and preservation of sensitized materials and photographic chemistry
    - 5.2.2.11.5. Principles of replenishing photographic solutions
    - 5.2.2.11.6. Use an automatic processor to run control strips
- 
- 5.2.2.12. Film Processing
    - 5.2.2.12.1. Load film for processing in reels
    - 5.2.2.12.2. Select film and developer combination
    - 5.2.2.12.3. Process film

- 5.2.2.12.3.1. Tanks
- 5.2.2.12.3.2. Rotary tubes
- 5.2.2.12.3.3. Roller transport
  - 5.2.2.12.3.3.1. Attach film to leader tab
- 5.2.2.12.4. Process by time/temperature method
- 5.2.2.12.6. Push/pull process film
  
- 5.2.2.13. Black and White Printing
  - 5.2.2.13.1. Prepare print processing solutions
  - 5.2.2.13.2. Characteristics of printing materials
    - 5.2.2.13.2.1. Paper types
  - 5.2.2.13.3. Use safelight filters
  - 5.2.2.13.4. Produce proof prints from an enlarger
  - 5.2.2.13.5. Produce prints from an enlarger
    - 5.2.2.13.5.1. Select negatives for printing
    - 5.2.2.13.5.2. Crop negative for composition
    - 5.2.2.13.5.3. Use friskets
    - 5.2.2.13.5.4. Determine exposure
    - 5.2.2.13.5.5. Control contrast
    - 5.2.2.13.5.6. Correct/control distortion
    - 5.2.2.13.5.7. Apply exposure-correcting techniques
      - 5.2.2.13.5.7.1. Dodging
      - 5.2.2.13.5.7.2. Burning-in
    - 5.2.2.13.5.8. Select appropriate lens
  - 5.2.2.13.6. Process print materials
    - 5.2.2.13.6.1. Manual
    - 5.2.2.13.6.2. Machine
  
- 5.2.2.14. Print Finishing
  - 5.2.2.14.1. Mount prints
  - 5.2.2.14.2. Spot/retouch prints
  
- 5.2.2.15. Reproduction of Photography
  - 5.2.2.15.1. Use copy camera to copy
    - 5.2.2.15.1.1. Line drawing
    - 5.2.2.15.1.2. Continuous tone prints
  - 5.2.2.15.2. Position lights
  - 5.2.2.15.3. Copy a large-scale object
  
- 5.2.2.16. Studio Photography
  - 5.2.2.16.1. Principles of studio light
  - 5.2.2.16.2. Posing
    - 5.2.2.16.2.1. Interpersonal communications
    - 5.2.2.16.2.2. Use techniques
  - 5.2.2.16.3. Use studio lighting & camera to take
    - 5.2.2.16.3.1. Portrait
    - 5.2.2.16.3.2. Full length
    - 5.2.2.16.3.3. Group
    - 5.2.2.16.3.4. Passport
    - 5.2.2.16.3.5. Materiel photograph
  
- 5.2.2.17. Weapon Systems Video (WSV) (AF)
  - 5.2.2.17.1. WSV operations (AF)
    - 5.2.2.17.1.1. WSV operations (AF)
      - 5.2.2.17.1.1.1. Planning coordination (AF)
      - 5.2.2.17.1.1.2. Imaging recognition (AF)
      - 5.2.2.17.1.1.3. Flying unit responsibilities (AF)

- 5.2.2.17.1.2. WSV editing (AF)
  - 5.2.2.17.1.2.1. Prepare composite tape (AF)
  - 5.2.2.17.1.2.2. Edit WSV Sequence (AF)
  - 5.2.2.17.1.2.3. Duplicate composite tape (AF)
  
- 5.2.2.18. Documentary Photography
  - 5.2.2.18.1. Mission Planning
    - 5.2.2.18.1.1. Coordinate/research mission requirements with requester
    - 5.2.2.18.1.2. Plan shooting script
    - 5.2.2.18.1.3. Select equipment and film
  - 5.2.2.18.2. Apply basic elements of composition
  - 5.2.2.18.3. Documentation techniques
    - 5.2.2.18.3.1. Develop story idea pictorially
    - 5.2.2.18.3.2. Write captions/cut lines
    - 5.2.2.18.3.3. Use camera systems to photograph
      - 5.2.2.18.3.3.1. Military operations
      - 5.2.2.18.3.3.2. Uncontrolled actions
      - 5.2.2.18.3.3.3. Groups
      - 5.2.2.18.3.3.4. Short suspense assignment
      - 5.2.2.18.3.3.5. Feature picture
      - 5.2.2.18.3.3.6. Picture story
      - 5.2.2.18.3.3.7. Personality feature
      - 5.2.2.18.3.3.8. Awards and presentation
      - 5.2.2.18.3.3.9. Training documentation
      - 5.2.2.18.3.3.10. Aircraft/ground mishap
      - 5.2.2.18.3.3.11. Legal/criminal investigation
      - 5.2.2.18.3.3.12. Technical
        - 5.2.2.18.3.3.12.1. Materiel Deficiency Reports
      - 5.2.2.18.3.3.13. Medical
      - 5.2.2.18.3.3.14. Intelligence
    - 5.2.2.18.3.4. Combat Camera
      - 5.2.2.18.3.4.1. Principles
      - 5.2.2.18.3.4.2. Still action
      - 5.2.2.18.3.4.3. Motion video
      - 5.2.2.18.3.4.4. Night vision
      - 5.2.2.18.3.4.5. Climatic condition
  
- 5.2.2.19. Color Photography
  - 5.2.2.19.1. Theory of light and color
  - 5.2.2.19.2. Characteristics of color film materials
    - 5.2.2.19.2.1. Reversal
    - 5.2.2.19.2.2. Negative
    - 5.2.2.19.2.3. Internegative
  - 5.2.2.19.3. Expose color film materials
    - 5.2.2.19.3.1. Reversal
    - 5.2.2.19.3.2. Negative
    - 5.2.2.19.3.3. Internegative
  - 5.2.2.19.4. Mix color film chemistry
    - 5.2.2.19.4.1. Reversal
    - 5.2.2.19.4.2. Negative
  - 5.2.2.19.5. Certify color chemistry utilizing sensitometric procedures (AF)
    - 5.2.2.19.5.1. Interpret process control strips (AF)
    - 5.2.2.19.5.2. Adjust process (AF)
  - 5.2.2.19.6. Process color film
    - 5.2.2.19.6.1. Reversal
    - 5.2.2.19.6.2. Negative
  - 5.2.2.19.7. Produce duplicate color slides

- 5.2.2.19.8. Mount slide using manual and automatic methods
- 5.2.2.19.9. Characteristics of color print materials
  - 5.2.2.19.9.1. Color print paper
  - 5.2.2.19.9.2. Color print film
  - 5.2.2.19.9.3. Panalure
- 5.2.2.19.10. Produce prints from color negatives
  - 5.2.2.19.10.1. Automated print-processor
    - 5.2.2.19.10.1.1. Daily start-up
    - 5.2.2.19.10.1.2. Run test
    - 5.2.2.19.10.1.3. Daily shut-down
    - 5.2.2.19.10.1.4. Certify machine (AF)
    - 5.2.2.19.10.1.5. Set-up and maintain master balance channels (AF)
    - 5.2.2.19.10.1.6. Set-up and master slope control (AF)
  - 5.2.2.19.10.2. Use manual enlarger
    - 5.2.2.19.10.2.1. Produce color print
    - 5.2.2.19.10.2.2. Produce black and white print
- 5.2.2.19.11. Mix color print chemistry
- 5.2.2.19.12. Evaluate products for color balance using
  - 5.2.2.19.12.1. Viewing filters
  - 5.2.2.19.12.2. Reflection densitometer (AF)

- 5.2.2.20. Perform Operator Maintenance
  - 5.2.2.20.1. Cameras
  - 5.2.2.20.2. Lighting equipment
  - 5.2.2.20.3. Printing equipment
  - 5.2.2.20.4. Electronic imaging equipment
  - 5.2.2.20.5. Climatic extremes

- 5.2.2.21. Joint Combat Camera Operations Orientation/FTX
  - 5.2.2.21.1. Pre-deployment
    - 5.2.2.21.1.1. Tasking
    - 5.2.2.21.1.2. Equipment/supplies
      - 5.2.2.21.1.2.1. Selection
      - 5.2.2.21.1.2.2. Packing/shipment
    - 5.2.2.21.1.3. Personnel readiness orientation
  - 5.2.2.21.2. Deployment/Transportation orientation
  - 5.2.2.21.3. Employment/Field Training Exercise (FTX)
    - 5.2.2.21.3.1. Establish operations
  - 5.2.2.21.4. Use electronic imaging equipment in a field environment to:
    - 5.2.2.21.4.1. Photograph
    - 5.2.2.21.4.2. Process
    - 5.2.2.21.4.3. Digitize slides
  - 5.2.2.21.5. Post Deployment
    - 5.2.2.21.5.1. After action reports
    - 5.2.2.21.5.2. Damage assessment

**5.2.3. Task Statements.** Photo Processing/Maintenance/QC

- 5.2.3.1. Introduction/Administrative
- 5.2.3.2. Module I - Maintenance
  - 5.2.3.2.1. Introduction to the Black & White (B/W) Continuous Roll Film/Paper Processor
  - 5.2.3.2.2. Demonstrate/Use Versamat Operational Procedures
    - 5.2.3.2.2.1. Start-up
    - 5.2.3.2.2.2. Scratch Test
    - 5.2.3.2.2.3. Process Quality Control Strip
    - 5.2.3.2.2.4. Process film/paper

- 5.2.3.2.2.5. Shut down
- 5.2.3.2.3. Describe Versamat Roller Transport System
- 5.2.3.2.4. Describe Versamat Maintenance Drive System
- 5.2.3.2.5. Describe Versamat Replenishment System
- 5.2.3.2.6. Describe Versamat Developer Recirculation System
- 5.2.3.2.7. Describe Versamat Air Circulation System
- 5.2.3.2.8. Explain Theory of Troubleshooting
- 5.2.3.2.9. Describe/Demonstrate/Mix Chemicals
- 5.2.3.2.10. Describe/Demonstrate/operate Splicer
- 5.2.3.2.11. Describe/Demonstrate/Operate Titler
- 5.2.3.2.12. Describe/Demonstrate/Perform Operator Maintenance of Versamat Crossover
  - 5.2.3.2.12.1. Safety
  - 5.2.3.2.12.2. Clean
  - 5.2.3.2.12.3. Disassemble
  - 5.2.3.2.12.4. Reassemble
- 5.2.3.2.13. Describe/Demonstrate/Perform Operator Maintenance of Versamat Rack
  - 5.2.3.2.13.1. Safety
  - 5.2.3.2.13.2. Clean
  - 5.2.3.2.13.3. Disassemble
  - 5.2.3.2.13.4. Reassemble
- 5.2.3.2.14. Describe/Demonstrate/Operate Versamat Processor
  - 5.2.3.2.14.1. Safety
  - 5.2.3.2.14.2. Clean
  - 5.2.3.2.14.3. Disassemble
  - 5.2.3.2.14.4. Reassemble
- 5.2.3.3. Module II, Quality Control
  - 5.2.3.3.1. Introduction to Scientific Notation
  - 5.2.3.3.2. Introduction to Logarithms
    - 5.2.3.3.2.1. Use a log table
    - 5.2.3.3.2.2. Find a logarithm and anti-logarithm
  - 5.2.3.3.3. Explain Theory of Sensitometry/Densitometry
    - 5.2.3.3.3.1. Theory of exposure
  - 5.2.3.3.4. Describe/Demonstrate/Use Sensitometer/Densitometers
    - 5.2.3.3.4.1. Calibrate
    - 5.2.3.3.4.2. Use Step Tablet
    - 5.2.3.3.4.3. Program (Densitometer XY Plotter)
  - 5.2.3.3.5. Describe Transmittance Opacity and Density Relationships
  - 5.2.3.3.6. Calculate Sensitometric Exposure
  - 5.2.3.3.7. Describe Characteristic Curve
    - 5.2.3.3.7.1. Define Terminology
    - 5.2.3.3.7.2. Explain Theory
    - 5.2.3.3.7.3. Demonstrate Mechanics of Plotting
    - 5.2.3.3.7.4. Draw Curves
    - 5.2.3.3.7.5. Interpret Information
  - 5.2.3.3.8. Construct/Use Family of Curves
  - 5.2.3.3.9. Construct/Use Time/Gamma Chart
  - 5.2.3.3.10. Explain Chemistry Processing
    - 5.2.3.3.10.1. Describe Developers
    - 5.2.3.3.10.2. Describe Fixers
  - 5.2.3.3.11. Explain/Demonstrate/Use Chemical Safety Procedures
  - 5.2.3.3.12. Explain/Demonstrate/Use Specific Gravity and Hydrometers
  - 5.2.3.3.13. Explain/Demonstrate/Use pH and pH meters
  - 5.2.3.3.14. Explain Processing Uniformity and Effects (USN/DIA will assist with training aids)
  - 5.2.3.3.15. Explain Theory of Replenishment Rates/Methods
    - 5.2.3.3.15.1. Calculate Replenishment Rates
  - 5.2.3.3.16. Construct/Use Control Charts

- 5.2.3.3.17. Explain/Compute Effective Aerial Film Speed
- 5.2.3.3.18. Describe/Demonstrate/Use Continuous Contact Printer
  - 5.2.3.3.18.1. Perform Operator Maintenance
  - 5.2.3.3.18.2. Explain Theory of Antetic Butterfly Contrast Control Printing
  - 5.2.3.3.18.3. Interpret/Record Resolution Targets
  - 5.2.3.3.18.4. Perform Certification
  - 5.2.3.3.18.5. Explain Printer Standardization Master (PSM)
- 5.2.3.3.19. Construct/Process/Use Control Charts (Project #1-Team Exercise)
  - 5.2.3.3.19.1. Safety
  - 5.2.3.3.19.2. Calculate Neutral Density
  - 5.2.3.3.19.3. Mix Chemistry
  - 5.2.3.3.19.4. Start-up Procedures
  - 5.2.3.3.19.5. Expose/Process Sensi-Strips
- 5.2.3.3.20. Construct/Use Family of Curves/Time vs. Gamma Chart (Project #2 - Team Exercise)
  - 5.2.3.3.20.1. Safety
  - 5.2.3.3.20.2. Expose/Process Strips
  - 5.2.3.3.20.3. Read/Record Strips
  - 5.2.3.3.20.4. Plot Readings
- 5.2.3.3.21. Construct/Use Family of Curves/Time vs. Average Gradient Chart (Project #3 - Team Exercise)
  - 5.2.3.3.21.1. Safety
- 5.2.3.3.22. Construct/Use Printer Curves (Project #4 - Team Exercise)
  - 5.2.3.3.22.1. Safety
  - 5.2.3.3.22.2. Expose Film
  - 5.2.3.3.22.3. Plot Reading
- 5.2.3.3.23. Process Original Film (Project #5 - Individual Performance)
  - 5.2.3.3.23.1. Safety
  - 5.2.3.3.23.2. Start-up Processor
  - 5.2.3.3.23.3. Verify Process Control
  - 5.2.3.3.23.4. Process Original
  - 5.2.3.3.23.5. Shut-down Processor
- 5.2.3.3.24. Produce Duplicate Positive/Negative/Prints (Project #6 - Individual performance)
  - 5.2.3.3.24.1. Safety

**5.3.1. Initial Skills Course: Video Production and Documentation Course (DINFOS-VPDC)  
(TTI dated 29 Jul 94)**

**5.3.2. Task Statements.** Broadcast/Visual Information

- 5.3.2.1. Security
  - 5.3.2.1.1. Physical security - VI & B Common - (PT)
- 5.3.2.2. Caption/Run Sheets - Common - (PT)
- 5.3.2.3. Physical Characteristics of: - Common
  - 5.3.2.3.1. Video tape/formats
  - 5.3.2.3.2. Audio tape
  - 5.3.2.3.3. Principles of magnetic recording
- 5.3.2.4. Slate - Common
  - 5.3.2.4.1. Scene information
- 5.3.2.5. Exposure Meter - Common (Army VI - No)
  - 5.3.2.5.1. Operation of exposure meter - B Common
  - 5.3.2.5.2. Calculating exposure
    - 5.3.2.5.2.1. Incident measurement
    - 5.3.2.5.2.2. Reflective measurement

- 5.3.2.6. Lighting Fundamentals - Common
  - 5.3.2.6.1. Types of illumination - (PT)
  - 5.3.2.6.2. Light intensity - (PT)
  - 5.3.2.6.3. Technical lighting
  - 5.3.2.6.4. Color temperature - (PT)
  
- 5.3.2.7. Television Lighting - Common (CG - No)
  - 5.3.2.7.1. Operation
  - 5.3.2.7.2. Lighting terms
  - 5.3.2.7.3. Studio lighting instruments
  - 5.3.2.7.4. Basic triangle lighting
  
- 5.3.2.8. Operation of Video Recording Equipment - Common
  - 5.3.2.8.1. Camera nomenclature/parts and operations
  - 5.3.2.8.2. Setup procedures
  - 5.3.2.8.3. White balance
  - 5.3.2.8.4. Camera/Recorder interconnection and interfaces
  - 5.3.2.8.5. Operating procedures
    - 5.3.2.8.5.1. Automatic iris
    - 5.3.2.8.5.2. Manual iris
    - 5.3.2.8.5.3. Focus
    - 5.3.2.8.5.4. Framing
  - 5.3.2.8.6. Tripod
    - 5.3.2.8.6.1. Field
  
- 5.3.2.9. Shot Progression - Common
  - 5.3.2.9.1. Extreme long shot
  - 5.3.2.9.2. Long shot
  - 5.3.2.9.3. Medium shot
  - 5.3.2.9.4. Close-up
  - 5.3.2.9.5. Extreme close-up
  - 5.3.2.9.6. Basic sequence
    - 5.3.2.9.6.1. Establishing shot
    - 5.3.2.9.6.2. Reestablishing shot
    - 5.3.2.9.6.3. Extended sequence
  
- 5.3.2.10. Screen Direction - Common
  - 5.3.2.10.1. Continuity
  - 5.3.2.10.2. Changing direction
  - 5.3.2.10.3. Contrasting screen direction
  
- 5.3.2.11. Composition - Common
  - 5.3.2.11.1. Field of view
  - 5.3.2.11.2. Organization/Balance
    - 5.3.2.11.2.1. Screen area
    - 5.3.2.11.2.2. Screen depth
    - 5.3.2.11.2.3. Screen motion
  
- 5.3.2.12. Audio Fundamentals - Common
  - 5.3.2.12.1. Pick-up patterns
  - 5.3.2.12.2. Operational characteristics
  - 5.3.2.12.3. Stationary microphones
  - 5.3.2.12.4. Special microphones considerations
  
- 5.3.2.13. Audio Equipment Operations - Common
  - 5.3.2.13.1. Equipment selection
    - 5.3.2.13.1.1. Matching impedance

- 5.3.2.13.1.2. Cassette tape
- 5.3.2.13.1.3. Digitize cart
- 5.3.2.13.1.4. CD
- 5.3.2.13.2. Interconnecting equipment (Interfacing)
- 5.3.2.13.3. Microphone placement
- 5.3.2.13.4. VU Meter
- 5.3.2.13.4.1. Adjusting levels
  
- 5.3.2.14. Electronic Field Production - Common (CG - No)
- 5.3.2.14.1. Personnel
  - 5.3.2.14.1.1. Director
  - 5.3.2.14.1.2. Floor manager
  - 5.3.2.14.1.3. Camera operator
  - 5.3.2.14.1.4. Audio operator
  - 5.3.2.14.1.5. Grip/Gaffer
- 5.3.2.14.2. Pre-production
- 5.3.2.14.3. Post-production
- 5.3.2.14.4. Mission applications
- 5.3.2.14.5. Operating limitations and conditions
- 5.3.2.14.6. Audio
  - 5.3.2.14.6.1. Mixing
  - 5.3.2.14.6.2. Multiple feeds
  - 5.3.2.14.6.3. Post production mixing
  - 5.3.2.14.6.4. Controlling sound quality
- 5.3.2.14.7. Lighting
  - 5.3.2.14.7.1. Electronic News Gathering (ENG) lighting
  - 5.3.2.14.7.2. Electronic Field Production (EFP) lighting
  
- 5.3.2.15. Video Editing Fundamentals - Common
- 5.3.2.15.1. Editing functions
- 5.3.2.15.2. Editing process
- 5.3.2.15.3. Address code system/time code
- 5.3.2.15.4. Shot progression
- 5.3.2.15.5. Sequencing
- 5.3.2.15.6. Non-linear
- 5.3.2.15.7. Digital editing
  
- 5.3.2.16. Editing Equipment Operations - Common
- 5.3.2.16.1. Editing systems
- 5.3.2.16.2. AB roll
- 5.3.2.16.3. Non-linear
- 5.3.2.16.4. Cuts only
  
- 5.3.2.17. Audio Editing - Common
- 5.3.2.17.1. Sound effects (CG - No)
- 5.3.2.17.2. Special effects (CG - No)
- 5.3.2.17.3. Editing operations
- 5.3.2.17.4. Selecting audio
- 5.3.2.17.5. Audio effects on the production
  
- 5.3.2.18. Team Coverage Tech - Common (CG - No)
- 5.3.2.18.1. Selecting gear
- 5.3.2.18.2. Prepping/Operating checking gear
- 5.3.2.18.3. Packing gear for long deployments
- 5.3.2.18.4. Team/Crew responsibilities
- 5.3.2.18.5. Team/Crew considerations
- 5.3.2.18.6. Securing from location

- 5.3.2.18.7. Debriefing techniques
- 5.3.2.18.8. Critiques
  
- 5.3.2.19. TV Production - Common (CG - No)
  - 5.3.2.19.1. Personnel requirements
    - 5.3.2.19.1.1. Producer/Director
    - 5.3.2.19.1.2. Switcher/Technical Director
    - 5.3.2.19.1.3. Videotape operator
    - 5.3.2.19.1.4. Audio operator
    - 5.3.2.19.1.5. Camera operator
    - 5.3.2.19.1.6. Floor manager
    - 5.3.2.19.1.7. Character generator operator
  
- 5.3.2.20. Floor Managing - Common (CG - No)
  - 5.3.2.20.1. Time cues
  - 5.3.2.20.2. Audio cues
  - 5.3.2.20.3. Directional cues
  
- 5.3.2.21. TV Studio Camera - Common (CG - No)
  - 5.3.2.21.1. Nomenclature/Parts
  - 5.3.2.21.2. Operating procedures
    - 5.3.2.21.2.1. Set-up procedures
    - 5.3.2.21.2.2. Camera controls
    - 5.3.2.21.2.3. Camera movements
  
- 5.3.2.22. Master Control Operations - Common (CG - No)
  - 5.3.2.22.1. Time base corrector
  - 5.3.2.22.2. Waveform monitors
  - 5.3.2.22.3. Vectorscopes
  
- 5.3.2.23. Video Switcher - Common (CG - No)
  - 5.3.2.23.1. Functions and layout
  - 5.3.2.23.2. Operation
  
- 5.3.2.24. Visual Effects and Character Generator - Common (CG - No)
  - 5.3.2.24.1. Standard electronic effects
  - 5.3.2.14.2. Digital video effects
  - 5.3.2.24.3. Computer enhanced video
  - 5.3.2.24.4. Graphics
  
- 5.3.2.25. Audio Console - Common (CG - No)
  - 5.3.2.25.1. Functions
  - 5.3.2.25.2. Combining and balancing audio sources
  - 5.3.2.25.3. Quality Control (QC)
  
- 5.3.2.26. Prompting Devices - Common (CG - No)
  - 5.3.2.26.1. Cue cards
  - 5.3.2.26.2. TelePrompTer
  
- 5.3.2.27. Electronic Production Writing Skills - Common
  - 5.3.2.27.1. Principles of writing
    - 5.3.2.27.1.1. Introduction to word processing
    - 5.3.2.27.1.2. Script formats
    - 5.3.2.27.1.3. Developing story treatment
    - 5.3.2.27.1.4. Developing a complete story
  - 5.3.2.27.2. News script writing
  - 5.3.2.27.3. Spot news writing

- 5.3.2.27.4. Audio feature writing
- 5.3.2.27.5. Narrative script writing
- 5.3.2.27.6. Uncontrolled action
- 5.3.2.27.7. Introduction to television writing
- 5.3.2.27.7.1. Visualization and sequencing
- 5.3.2.27.7.2. Storyboarding

5.3.2.28. Interview Techniques Workshop - Common

5.3.2.29. Conduct VI and Broadcast related duty in field environment

**5.4.1. Initial Skills Course: Visual Information Craftsman Course**

Course Description: These objectives are listed in the sequence taught by Block of Instruction. We are providing a website with a “living” course objective list (COL). As changes are made to the course they will be reflected on the website. Use the following link to get started, then navigate to the COL by selecting the 81<sup>st</sup> TRW, 81<sup>st</sup> TRG, and finally the 336<sup>th</sup> TRS to locate the COL for the Visual Information Craftsman Course. <https://wwwmil.keesler.af.mil>

**Section C - Support Materials**

**NOTE:** There are currently no support material requirements. This area is reserved.

**Section D -- Training Course Index**

**6. Purpose.** This section of the CFETP identifies training courses available for the specialty and shows how the courses are used by each MAJCOM in their career field training programs.

**7. In-Residence Courses.**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>USER</b>
E5ABD3V031 000	Basic Multimedia Illustrator Course (DINFOS-BMIC)	Ft George Meade MD	AF
E5AQD3V032 005	Basic Still Photographic Apprentice (DINFOS-BSP)	Ft George Meade MD	AF
E5ABD3V033 001	Video Production/Documentation (DINFOS-VPD)	Ft George Meade MD	AF
E3ACP3V071 001	Visual Information Craftsman Course	Ft George Meade MD	AF
E5AZD3V053 000	Digital Multimedia Course (DINFOS-DMC)	Ft George Meade MD	AF
E5AAD3V090 002	Multimedia Management (DINFOS-VIM)	Ft George Meade MD	AF
E5AZD3N051 002	*Intermediate Photojournalism Course (DINFOS-IPC)	Ft George Meade MD	AF

\*Requires 3V CFM waiver to attend

**8. Air Force Institute for Advanced Distributed Learning (AFIADL) Courses**

<b>COURSE NUMBER</b>	<b>TITLE</b>	<b>LOCATION</b>	<b>USER</b>
CDC 3V051	Visual Information Journeyman		AF
CDC 3V052	Visual Information Photography Journeyman		AF
CDC 3V053	Visual Information Production/Documentation Journeyman		AF

## 9. Mobile Training Courses

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
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None

## 10. Courses Under Development/Revision

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
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E3ACP3V071 001	Visual Information Craftsman Course	Ft George Meade MD	AF
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(Note: Course number will change to reflect all 3V career fields.)

SC03A02	Reconnaissance Film Processing vol. 1, <i>Operations, Math, Quality Control &amp; Calibration</i>		
	Reconnaissance Film Processing vol. 2, <i>Processing Film, Editing, Titling, Characteristic Curves</i>		AF

(Note: These two volumes are not Skill Knowledge Test (SKT) weighable.)

### *Section E -- MAJCOM Unique Requirements*

11. The following list of MAJCOM unique responses is not all-inclusive; however, it covers the most frequently referenced areas.

<u>COURSE NUMBER</u>	<u>TITLE</u>	<u>LOCATION</u>	<u>USER</u>
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**NOTE:** There are currently no MAJCOM unique requirements. This area is reserved.

### *Section F – Important Information*

**1. AMERICA’S AIR FORCE VISION 2020.** With Global Vigilance, Reach and Power, the Air Force will provide balanced aerospace capabilities key to meeting national security objectives and realizing the full spectrum dominance envisioned by Joint Vision 2020. The United States Air Force is a mission-focused, combat-proven, decisive fighting force. This vision will guide America’s Air Force in meeting the diverse challenges of the 21st Century as a part of America’s Joint Military Team. (<http://www.af.mil/vision/vision.pdf>)

**2. HQ USAF, MAJCOM/FOA/DRU, Base, and Unit Strategic Plans.** You should know the contents of these documents. Make an extra effort to find them and read them. Some of these items may be hard to get your hands on. If you cannot locate them within your organization contact you local communications squadron. You may want to make yourself a copy to keep within your unit.

**3. Intercom Magazine.** An outstanding magazine specifically designed for the communications and information community. Check AFCA’s web site for more information on submitting articles or to access the magazine ([www.afca.scott.af.mil](http://www.afca.scott.af.mil))

**4. Commercial Books.** We are not suggesting that you read every single book listed below but by reading many of these books you will have a better understanding and appreciation for the job you are doing. You can certainly add many others to this list; however, this will definitely get you on the right track.

**5. Suggested Web sites.** These web site addresses listed are used as reference sites only! There are many more sites of interest that maybe applicable to the VI career field. **Do not** limit your quest for information to only the web sites listed below.

## MULTIMEDIA PROFESSIONAL READING LIST

- |  |  |
|--|--|
| The Military and the Media: Facing the Future<br><a href="http://www.rmtf.org/">http://www.rmtf.org/</a> (This book is free) | Robert McCormick                             |
| Multi Media-Making it Work   | Tay Vaughn                                   |
| Managing Multimedia Projects   | Roy Strauss                                  |
| Multimedia in Action   | James E. Shuman                              |
| The Digital Designer: The Graphic Artist's Guide   | Steven Heller & Daniel Drennan               |
| The Visual Display of Quantitative Data  | Edward Tufte                                 |
| Power Pitches: How to Produce Winning Presentations<br>Using Charts, Slide, Video & Multimedia                               | Alan Brown                                   |
| The Web Design Wow Book  | Jack Davis & Susan Merritt                   |
| The Non Designer Designer's Handbook   | Robin Williams & Joe Tollett                 |
| The Corel DRAW Wow Book  | Linnea Dayton, Shane Hunt &<br>Sharon Steuer |
| Java Script for the World Wide Web   | Tom Negrino & Dori Smith                     |
| PhotoShop Wow Book   | Jack Davis                                   |
| Real World Digital Photography   | Deke McClelland, & Katrina<br>Eisman         |
| Start with a Digital Camera  | John Odom                                    |
| Electronic Imaging Technology  | Edward R. Dougherty                          |
| The Informatics Handbook: A Guide to Multimedia<br>Communications & Broadcasting   | Randall L. Carson                            |
| Getting Started in Multimedia Design   | Gary Olsen                                   |
| Introduction to Digital Media  | Tony Feldman                                 |
| Introducing Desktop Video  | Tom Benford                                  |
| Real World After Effects   | Sherry London & Eric Reinfeld                |
| Elements of Web Design   | Darcy Di Nucci, Lynne Stiles, &              |
| Maria Guidice  |  |
| The QuickTime VR Book  | Susan Kitchens                               |
| Web Graphics Tools & Techniques  | Peter Kentie                                 |
| Color Course/Illustration  | Color Expert                                 |
| Color Course/Imagesetting  | Color Expert                                 |
| Color Course Photography   | Color Expert                                 |

## TECHNICAL READING

- |  |                        |
|--|------------------------|
| Adobe Classroom in a Book- Illustrator   |                        |
| Adobe Classroom in a Book- PhotoShop   |                        |
| Adobe Classroom in a Book – Premier  |                        |
| Every Manager's Guide to Information Technology<br>(A glossary of key terms & concepts for today's business leaders) | Peter G. W. Keen       |
| PC FAQs (Frequently Asked Questions)   | Deborah Craig          |
| Microsoft Computer Dictionary (Third Edition)  | Microsoft Press        |
| Absolute Beginner's Guide to Networking  | Mark Gibbs             |
| How Computers Work   | Ron White              |
| How Networks Work  | Derfler & Freed        |
| How Intranets Work   | Preston Gralla         |
| How the Internet Works (Special Edition)   | Preston Gralla         |
| How the World Wide Web Works   | Shipley & Fish         |
| Teach Yourself Computers and the Internet Visually   | IDG Books              |
| Understanding Computers  | Shedroff, Hutto, Fromm |
| How to Use Your Computer   | Lisa Brown             |
| Field Guide to Microsoft Exchange  | Stephen Nelson         |
| Microsoft Windows Resource Kit for Operating System Ver 3.1  | Microsoft Press        |
| Microsoft Windows Resource Kit   | Microsoft Press        |
| Microsoft Office Resource Kit  | Microsoft Press        |

Intranet Resource Kit (Everything You Need to Create Your  
Intranet Today)  
TechNet CD-ROM  
Microsoft Office Training on CD

Osborne  
Microsoft  
Quay 2 Multimedia

## WEB SITES

### General

Adobe  
[www.adobe.com](http://www.adobe.com)

AFCA Multimedia  
[www.afca.scott.af.mil/multimedia/](http://www.afca.scott.af.mil/multimedia/)

Adobe Evangelists  
[www.adobeevangelists.com](http://www.adobeevangelists.com)

Canon  
[www.usa.canon.com](http://www.usa.canon.com)

Desktop Publishing  
[www.desktoppublishing.com](http://www.desktoppublishing.com)

DISN Video Services      Dead Link  
[www.disa.mil/disnvt/](http://www.disa.mil/disnvt/)

Google Web Search  
[www.google.com/](http://www.google.com/)

Illustrator World  
[www.illustratorworld.com](http://www.illustratorworld.com)

Kodak  
[www.kodak.com](http://www.kodak.com)  
Kodak Digital Learning Center (latest Kodak training & technology)

Macromedia  
[www.macromedia.com](http://www.macromedia.com)

Nikon USA  
[www.nikonusa.com](http://www.nikonusa.com)

Noritsu  
[www.noritsu.com](http://www.noritsu.com)

Panasonic  
[www.panasonic.com](http://www.panasonic.com)

Sony  
[www.Sony.com](http://www.Sony.com)

### Book Sites on the Web (Lists and extensive source of books and CD-ROM materials)

[www.Amazon.com](http://www.Amazon.com)  
[www.Borders.com](http://www.Borders.com)  
[www.peachpit.com](http://www.peachpit.com)  
[www.oreilly.com](http://www.oreilly.com)

www.vtco.com dead link

### **Forums and Communities**

[www.afca.scott.af.mil/mmbbs/discus/discus.pl](http://www.afca.scott.af.mil/mmbbs/discus/discus.pl) (Air Force Communications Agency 3V bbs)

[www.creativecow.com](http://www.creativecow.com) (Creative Communities of the World)

[www.lafcpug.org/forum](http://www.lafcpug.org/forum) (Los Angeles Final Cut Pro User's Group)

[groups.google.com/](http://groups.google.com/) (Usenet newsgroups including: rec.video.production and rec.photo)

[www.2-pop.com](http://www.2-pop.com) (2-pop Digital Filmmaker's Reference Site)

### **Free Magazines & Web sites**

[www.avvideo.com](http://www.avvideo.com) (AV Multimedia Producer Magazine)

[www.dv.com](http://www.dv.com) (Digital Video Magazine)

[www.mfpsn.com](http://www.mfpsn.com) (For Government Video, Videography on Line, Digital Television)

[www.newmedia.com](http://www.newmedia.com) (New Media Magazine)

[www.PRESENTATIONS.com](http://www.PRESENTATIONS.com) (Presentation Technology & Techniques Magazine)

[www.TELECONFERENCEMAGAZINE.com](http://www.TELECONFERENCEMAGAZINE.com) (Teleconference Magazine)

[www.videosystems.com](http://www.videosystems.com) (Video Systems Magazine)

### **On-Line Training Resources**

[www.bbctraining.co.uk](http://www.bbctraining.co.uk) (British Broadcasting Corp)

[www.kenstone.net](http://www.kenstone.net) (Ken Stone Photography (NLE))

[www.mediacollege.com](http://www.mediacollege.com) (Media College)

### **Video Sites**

[www.cinematographer.com](http://www.cinematographer.com) American Society of Cinematographer's magazine.

[www.avid.com](http://www.avid.com)

[www.lafcpug.org/](http://www.lafcpug.org/) Los Angeles Final Cut Pro User's Group

[www.nonlinear4](http://www.nonlinear4) Digital video and film editing resource