

Catalog

2006



SEIZE YOUR OPPORTUNITIES

Civilian Operational Experience
Program (COEP) Catalog

ASC

ACQUISITION SUPPORT CENTER

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I. Formal Training Opportunities

Title: Action Officer Development Course (AODC)

Sponsor: Civilian Personnel

Medium: Web-Based Course

Course Overview: An action officer is a staff member with subject matter expertise who “works actions” on behalf of senior staff officers or commanders. The term “action officer” does not refer to a duty position. This course describes “staff work” as it is generally practiced Armywide. The AODC covers organization and management; conducting completed staff work; managing time and priorities; conducting meetings, briefings and interviews; solving problems and making decisions; communications; writing to the Army standard; and ethics.

Web Site: www.atsc.army.mil/accp/aipdnew.asp

POC: John Hennessey, HQ Training and Doctrine Command (TRADOC), Deputy Chief of Staff for Training, Training, Development and Analysis Directorate, is the HQ TRADOC point of contact (POC) for Army Internet/Web-based training. (757) 788-5915, DSN: 680-5915, e-mail: john.hennesseyjr@us.army.mil

Title: Your Place on the Army Team

Sponsor: Communications-Electronics Command Deputy Chief of Staff for Personnel (CECOM DCSPER)

Medium: Formal Classroom Training

Course Overview: Your Place on the Army Team is a 4-hour class that provides an overview of the various organizations for a Department of the Army civilian employee working at Fort Monmouth, NJ. This course also addresses the Oath of Service and Army Values.

POC: Marianne Ruane, U.S. Army CECOM DCSPER, (732) 532-1677, DSN: 992-1677, e-mail: marianne.ruanne@us.army.mil

Title: Welcome to the Army

Sponsor: Community & Family Support Center's Morale, Welfare and Recreation (MWR) Academy in Falls Church, VA

Medium: Web-Based Course

Course Overview: If you are new to the U.S. Army and to MWR, this course is essential in helping you understand your work environment. If you have been working in this environment for some time already, you may access this course to update your knowledge about MWR. The four modules offered in the orientation course provide a very good overview of both the U.S. Army and the Non-appropriated Funds Instrumentality known as MWR. The four modules are "Welcome to the Army," "Welcome to MWR," "More About MWR Programs" and "Human Resources."

Web Site: www.mwraonline.com

POC: Dr. Patricia Tucker, MWR Academy Director, (703) 275-5240, DSN:235-5240, e-mail: patricia.tucker@cfsc.army.mil

Title: DoD's (Department of Defense) 101 Course

Sponsor: DoD

Medium: Web-Based Training

Course Overview: This is an introductory overview to the DoD. The Army, Navy and Marine Corps were established in 1775, in concurrence with the American Revolution. The War Department was established in 1789, and was the precursor to what is now the DoD. The Departments of the Navy and the U.S. Coast Guard were founded in 1798. Congress, in 1947, established a civilian, Cabinet-level Secretary of Defense to oversee an also newly created National Military Establishment. The *National Defense Act* of 1947 also created the U.S. Air Force, along with a new Department of the Air Force. The War Department was converted to the Department of the Army. Finally, the three services, Army, Navy and Air Force, were placed under the direct control of the new Secretary of Defense. In 1949, an amendment to the *National Defense Act* of 1947 consolidated further the national defense structure, creating what we now know as the DoD, and withdrawing cabinet-level status for the three Service secretaries.

Web Site: www.defenselink.mil/pubs/dod101/index.html

- Title:** **Combat Developments Course**
- Sponsor:** Army Logistics Management College (ALMC)
- Medium:** Resident or on-site training (various) – schedule at your site through ALMC
- Resident: 2 weeks
 - On-site: 2 weeks
- Course Overview:** Link between the combat developer, training developer and materiel developer to develop and acquire 21 st century Joint warfighting capability.
- Web Site:** www.almc.army.mil
www.militaryguides.acenet.edu/ShowAceCourses.asp?aceid=AR-1405-0296
- POC:** Vic Evaro, (804) 765-4459, DSN: 539-4459, e-mail: vic.evaro@us.army.mil or cdc_almc@lee.army.mil

II. Periodicals and Helpful Web Sites (Self-Paced Learning)

Periodicals: **Department of the Army: www.goarmy.com/flindex.jsp (Watch real stories from real Soldiers.)**

Association of the United States Army (AUSA): AUSA developed a handbook titled *Profile of the U.S. Army – A Reference Handbook*. AUSA's Institute of Land Warfare has published the 2005 edition of this handbook as an easy-to-read, user-friendly reference source of basic information about the Army. The 123-page handbook contains general information about the Army's three components (Active, Army National Guard and U.S. Army Reserve); budget and strength figures; Soldier and family programs; and other aspects of Army life. It also lists Web sites for obtaining additional information. *Profile of the U.S. Army* is designed "to help you understand the Army as it is organized today and to appreciate how it will change in the future," said AUSA President and former Army Chief of Staff GEN Gordon R. Sullivan (USA, Ret.).

Helpful Web Sites: www.ausa.org/webpub/DeptILW.nsf/byid/CTON-6G6JYJ

National Defense University: *Joint Staff Officer's Guide*
www.ndu.edu

Army War College: *Army Command and Management*
carlisle-www.army.mil

DoD: *How the Army Runs*
carlisle-www.army.mil/usawc/dclm/linkedtextchapters.htm

DoD 101: We Are Big Business www.defenselink.mil/pubs/dod101/dod101_for_2002.html

U.S. Army: *U.S. Army: A Complete History*
www.hlla.com/catalog/armychronology.html

The Army Vision: *Our Army At War Relevant and Ready*
www.army.mil/armyvision/default.htm

DAS (Stand-To): A daily compendium of news and context to help leaders tell the Army story.
To Subscribe: Send a blank e-mail to stand-to@hqda.army.mil. Subject line should read "subscribe."

III. Operational Experience Opportunities*

Title: Orientation Visit

Location: National Training Center (NTC), Fort Irwin, CA

Duration: 2 days

Program Description: This 2-day visit will educate participants and give them the opportunity to gain first-hand experience of how the Army operates in a field environment. The NTC offers realistic and demanding training for acquisition personnel who will be provided unfiltered insight into the support of Army systems and equipment. Orientation visits include overview briefs and an NTC tour. Available for up to 7 people in a group, this experience provides an opportunity to observe warfighting exercises close up and personal.

Web site: www.irwin.army.mil

POCs: King Colley (NTC), (760) 380-3000, E-mail: Coyote9@irwin.army.mil or Dorothea Daggett, U.S. Army Forces Command (404) 464-5039, E-mail: dorothea.daggett@us.army.mil

To Apply: Submit a memorandum requesting authorization to visit and include: names of people; grades; duty position; purpose of visit; primary and alternate dates. Fax the memo to (404) 464-6328. Turnaround time for each request is 60 days or more. You will be notified about one month prior to your scheduled visit.

Title: The Greening Course

Location: Fort Monmouth, NJ

Duration: 1 week

Program Description: The Communications-Electronics Research, Development and Engineering Center (CERDEC) released a newly designed learning concept called "The Greening Course." Programmed to ensure teambuilding and a sense of camaraderie among civilian members of the total Army team, the course also provides a basic understanding of the Army through informal classroom instruction and hands-on, face-to-face experience with Soldiers. The intent is to spend a typical "Army" day receiving instruction in combat arms, night vision, combat support and special operations, as well as weapon familiarization, map reading and learning the responsibilities of receiving orders from Noncommissioned Officers (NCOs) and disseminating them to the rest of the

“platoon.” Further, to effectively execute the orders, leaders are required to familiarize themselves with each person and are responsible for out-briefing the class and the staff of the CERDEC Human Resources Office at the conclusion of the course.

- Other activities include:**
- Tour Signal Museum to emphasize the significance of military history.
 - Tour Physical Fitness Center to learn about the importance of physical fitness.
 - Participate in simulations such as shooting targets with an M16 rifle at the Fort Dix Battle Lab.
 - Sample Meals, Ready-to-Eat (MREs).
 - Take a helicopter ride.

POCs: Dwayne Davis, CERDEC (732) 427- 4172, DSN: 987- 4172, e-mail: dwayne.davis@us.army.mil or Addie Graham Rogers, CERDEC (732) 427- 5524, DSN: 987- 5524, e-mail: addiegrahamrogers@us.army.mil

Title: **U.S. Army Materiel Command (AMC) Scientists and Engineers Field Experience with Soldiers Program Observer Assignment**

Location: CONUS Military Bases and Combat Training Centers (CTCs)

Duration: 5-15 days

Program Description: This assignment will provide participants an opportunity to gain first-hand experience of how the Army’s warfighters operate. Participants may be assigned to a Brigade Combat Team unit operating in a field-training environment. Participants will interact with Soldiers and their equipment observing unit exercises and/or qualifications. Participants will also observe units recovering after completion of field training exercise After Action Reviews.

Notes: Major emphasis will be placed on an individual’s knowledge and experience of the Operational Army. For example, participants must have a level of understanding that provides the member with the basic insights into the Army, roles and basic tactical doctrines. Another determining factor includes an understanding of real-world sustainment and how the Army fights as a joint/combined team.

Web site: www.amc-fast.army.mil

POC: John Grills, Deputy Director, AMC Field Assistance in Science & Technology Activity, 5985 Wilson Rd, STE-100, Fort Belvoir, VA 22301, (703) 704 -1486, Cell: 571- 215-8025, DSN: 654 -1486; e-mail: john.grills@belvoir.army.mil

Title: Natick Soldier Center (NSC) Greening Program

Location: Various locations to include the Joint Readiness Training Center at Fort Polk, LA, and Fort Benning, GA.

Duration: Up to 5 days (group of 5 people — this is tailored according to the audience).

Program Description: This assignment provides participants an opportunity to gain first-hand experience about operational units in a field environment. The program offers a real-life Soldier experience at the squad and platoon levels, and an overnight bivouac with the host unit. Visits to the training areas under the NSC Program cover a 5-day period of time. It includes a first day 2-mile patrol and the issuance of CTA-50 field equipment. Days 2-5 offer a link-up with the host training unit and various exercises in the field and return from the field.

Notes: Major emphasis will be placed on an individual's knowledge and experience of the Operational Army. For example, participants must have a level of understanding that provides the member with the basic insights into the Army, roles and basic tactical doctrines. Another determining factor includes an understanding of real-world sustainment and how the Army fights as a joint/combined team.

NSC personnel are involved in the research, development and engineering of practically anything the Soldier wears, carries, consumes, airdrops and uses for shelter and protection in combat. It is therefore very important that NSC employees are in-touch with the users of the products they are developing for — the military population of the U.S. Armed Forces. NSC's Operational Forces Interface Group (OFIG) is the primary coordinator, supervisor and trainer for NSC's Greening Program, which affords materiel developers from the NSC the opportunity to experience the Soldier's training and combat environment.

The program is designed to allow NSC employees to experience the environmental conditions, for a short, condensed training period, in which their products must function. While experiencing these conditions, employees have the opportunity to talk to Soldiers about clothing, equipment and the environmental conditions that affect them, as Soldiers and NSC personnel operate simultaneously in a simulated combat environment.

This program was generated from OFIG's liaison with the various operational units in the Army and the excellent relationships it maintains. The training is designed to be concurrent with rotational training at the CTCs or unit training at various installations to maximize the benefit of interaction with Soldiers. Upon arrival at the training location, participants are given classes on assembly and packing of CTA-50 items they will use for the exercise, consisting of environmental protective clothing; rations and water; M40 series protective mask; load-bearing equipment; and a mock M16 rifle (if available at the installation). Upon linkup with the unit, participants observe training, interact with Soldiers and receive classes on basic small-unit operations, field craft and

experience several environmental conditions in which Soldiers fight. Participants bivouac in the field with the unit, eat combat rations and conduct a 4-mile road march with a 35 lb. rucksack and previously mentioned items. Participants must complete the road-march portion to receive training credit.

Web site: www.natick.army.mil/soldier/ofig/index.htm

POC: SFC Rick Haddad, Senior Enlisted Advisor, OFIG, NSC (508) 233-5351, DSN: 256-5351, E-mail: richard.haddad@natick.army.mil

Title: **The U.S. Army Tactics and Weapons Employment Course (TWEC)**

Location: Picatinny, NJ

Duration: 5 days

Program Description: The U.S. Army TWEC is intended to provide the participant with a solid familiarization of his/her warfighter customers' environment. In addition to teaching critical military skills, weapon systems and tactics, TWEC is designed to help the armaments design-engineer and scientist develop an appreciation for the importance of staying abreast of changes within the military and how vital it is to continuously learn about the customer's warfighting environment.

The TWEC course uses a multi-faceted approach to learning:

- Traditional instruction.
- Hands-on activities.
- Field training.
- Small team exercises.

This course is used to satisfy the mandatory Army Greening training requirement for newly hired research, development and engineering employees.

POC: Jan Luce/Armaments University, HQS ARDEC DSN: 880-3223, E-mail: jan.f.luce@us.army.mil

Title: **AMC Greening Course**

Location: Aberdeen Proving Ground (APG), MD

Duration: 3 days

- Program Description:** The AMC Greening Course is programmed to ensure teambuilding and a sense of camaraderie among civilian and military members of the total Army team. The course also provides a basic understanding of the Army through informal classroom instruction and hands-on, face-to-face experience with Soldiers. A collaborative effort between APG and the instructors of the Army Research Laboratory, attendees receive instruction in combat arms, night vision, combat support and special operations. Additional training includes weapons familiarization, map reading and learning the responsibilities of receiving orders from NCOs and disseminating them to the rest of the "platoon."
- Other activities include:**
- Tour Ordnance Museum to emphasize the significance of military history.
 - Tour Physical Fitness Center to learn about the importance of physical fitness.
 - Sample MREs.
 - Take a helicopter ride.
- POC:** SSG Reuben Murphy (301) 394-1256, DSN: 290-1256,
e-mail: rmurphy@arl.army.mil

**Note: There is no central funding available for these programs. Individuals expressing interest in one of the courses must seek financing from their activity. Reasonable accommodations will be made for people with severe handicaps.*