

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