

OSD Action Officer Course Agenda	
Day One	
TOPIC	LEARNING OBJECTIVES
<p>1 - DoD Organizational Structure <i>OSD Organizational Structure</i> <i>National Security Structure</i> <i>National Security Council</i> <i>Quadrennial Defense Review</i> <i>Joint Staff</i> <i>Military Departments</i> <i>Combatant Commands</i> <i>Legislative Affairs</i> <i>Public Affairs</i> <i>OSD Interagency Relationships</i></p>	<ul style="list-style-type: none"> • Describe the DoD structure • Describe the role of OSD • Identify the structure, key personnel and documents in the National Security Structure • Explain the purpose of the Quadrennial Defense Review • Describe the role of the Joint Staff • Describe the role of the military departments • Describe the role of the combatant commands • Identify agencies which OSD typically interacts
<p>2 – AO Roles and Responsibilities <i>Supporting Senior Leaders</i> <i>Meetings and Conferences</i> <i>Travel</i> <i>Records Management</i> <i>OSD Resources</i></p>	<ul style="list-style-type: none"> • Describe the roles and responsibilities of Action Officers • Describe the process for organizing and preparing for meetings • Describe the policies and procedures an Action Officer must follow when arranging travel • Describe records policies and procedures • Explain the key policies and procedures for record management • Locate OSD resources including websites, acronym lists, policies and directives
<p>3 – OSD Effective Writing <i>Clear and Concise Documents</i> <i>Writing process</i> <i>Action Package Documents</i></p>	<ul style="list-style-type: none"> • Identify ways to write clear and concise documents • Analyze documents for clarity • Describe OSD correspondence guidelines • Write an Info Memo

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<p>4 - Staffing and Preparing Action Packages</p> <p><i>Task vs Package</i></p> <p><i>Types of Action Packages</i></p> <p><i>Information Requests</i></p> <p><i>Action Package Process</i></p> <p><i>OSD templates</i></p> <p><i>Internal Coordination</i></p> <p><i>External Coordination</i></p> <p><i>Coordination Correspondence</i></p> <p><i>Preparing a Response to a Task</i></p> <p><i>Tracking Tasks</i></p>	<ul style="list-style-type: none"> • Explain the difference between a task and a package • Identify the various types of packages • Identify the policies and procedures for managing information requests, such as Congressionals, FOIAs, Security Reviews, and GAOs • Describe the steps used to process an action package • Identify the templates and documents used for packages • Analyze an Action Memo responding to a task • Describe the coordination process • Explain the need for internal and external coordination • Describe the components of a completed action package • Explain the need to track actions to completion
<p>5 - Correspondence and Staff Management System (CATMS)</p> <p><i>Understanding what's changed</i></p> <p><i>Features of CATMS</i></p> <p><i>Accessing Accounts</i></p> <p><i>Taskings in CATMS</i></p>	<ul style="list-style-type: none"> • Describe the functions of CATMS • Initiate an action in CATMS • Assigning Actions and a Tasks
<p>6 - Developing and Delivering Briefings</p> <p><i>Decision and Information Briefs</i></p> <p><i>Effective Briefs</i></p> <p><i>Presentation Skills</i></p>	<ul style="list-style-type: none"> • Describe the different types of briefs • Summarize the characteristics of effective briefs • Analyze strategies for enhancing presentation skills