



South Central CHRA Information ACTION OFFICER DEVELOPMENT COURSE (AODC) COURSE NUMBER 131 P00



Priority	<p>The completion of this course is mandatory for all interns centrally funded and locally assigned. It must be completed prior to graduation from the intern program.</p> <p>This course is also mandatory for all individuals promoted/appointed to journey-level positions. Individuals in this category must enroll within 30 days of appointment/promotion and must successfully complete the course within 6 months of enrollment.</p> <p>Other employees interested in developing their action officer skills may also enroll.</p>
Length of Program	39 Correspondence Credit Course Hours
Purpose	<p>To enable student to acquire basic staff and communication skills at any level of an organization.</p> <p>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 Army-wide. It has eleven lessons and five appendices. Lessons are designed to cover management techniques and communication skills including preparing documents for staffing, meetings and interviews, problem solving, writing, coordinating, briefings and ethics. The appendices are job aids for preparing documents, managing time and creating ideas.</p>
Course Description	
Application Process	<p>This course (131 P00) is available as interactive online training. go to the ATIA web-site http://www.train.army.mil click on Access ATIA, and select My Courses tab on the site, find the course/module of interest. Change the TYPE window, select Distributed DL/Keyword and in the Keyword window type in the course number.</p>
Selection & Notification	<p>There is no selection process. Students may begin the online course from the ATIA web site at any time. Final exam may not be started until student receives approval email from ATIA.</p>
Training Completion Updates	<p>Participants should provide a copy of their course completion certificate or grade report to the Civilian Human Resources Agency (CHRA), SC Region, Human Resource Development Division (HRDD) office for input into their personnel-record training history via DCPDS.</p>
Funding	No Cost .
Additional Information	For additional information contact the Regional Human Resources Development Division office at (256) 842-6645