

<b>OSD Staff Orientation Course Agenda</b>	
TOPIC	LEARNING OBJECTIVES
<b>OSD Senior Leader Welcome</b>	<ul style="list-style-type: none"> <li>• Examine OSD's Mission</li> </ul>
<b>1 – Organizational Overview:</b> <i>DOD and OSD Organizational Structures</i> <i>Introduction to DOD and OSD Strategic Plan</i> <i>DOD Guiding Principles, Goals, and Expectations</i>	<ul style="list-style-type: none"> <li>• Explain the organizational structure and list key personnel of the DoD</li> <li>• Explain the organizational structure and list key personnel in the OSD</li> <li>• Describe organizational structure of military departments and services</li> <li>• Identify DoD principles and guiding documents</li> </ul>
<b>2 - Roles and Responsibilities:</b> <i>Key Personnel</i> <i>Ethics/Standards of Conduct</i> <i>OSD Offices</i> <i>WHS Role</i> <i>Quality Customer Service</i>	<ul style="list-style-type: none"> <li>• Describe OSD's Mission</li> <li>• Explain the Standards of Conduct</li> <li>• Describe the roles and responsibilities of Senior Leaders, Military Assistants, Action Officers, and Support Personnel</li> <li>• Explain functions of OSD offices</li> <li>• Explain role of WHS in relation to OSD</li> <li>• Explain the function of WHS</li> <li>• Describe the basic tenets of quality customer service</li> </ul>
<b>3 – Introduction to General Schedule (GS) Performance Management</b>	<ul style="list-style-type: none"> <li>• Describe the purpose of GS</li> <li>• Identify the elements of a GS Performance Management System</li> </ul>
<b>4 - Security and Emergency Preparedness</b> <i>Personnel, Information, Communication, and Physical</i> <i>Security Requirements</i> <i>Computer Use</i> <i>Classified Access</i> <i>Emergency Preparedness Planning</i> <i>Pentagon Force Protection Agency</i>	<ul style="list-style-type: none"> <li>• Explain security responsibilities including computer use and classified access</li> <li>• Describe classified material control, marking, and safeguards</li> <li>• Describe process for handling a security incident</li> <li>• Describe the requirements for disposing of classified waste</li> <li>• Explain the purpose of Emergency Preparedness Planning</li> <li>• Describe actions to take in an emergency</li> <li>• Describe how to handle a telephone threat</li> <li>• Identify security points of contact</li> <li>• Identify Emergency Preparedness training resources</li> </ul>
<b>5 - Orientation to the Pentagon</b> <i>Overview of OSD and Pentagon Resources</i> <i>Parking</i> <i>Transportation Subsidy</i> <i>Physical, Personnel and Electronic Resources</i>	<ul style="list-style-type: none"> <li>• Describe Pentagon layout</li> <li>• Locate available Pentagon parking lots and explain procedures for obtaining parking passes</li> <li>• Describe procedures for securing transportation subsidies</li> <li>• Identify key physical resources including Pentagon Library and Conference Center, and VTC Conference Rooms</li> <li>• Identify key OSD employee resources</li> </ul>