

WHS Action Officer Course AGENDA - Day 1	
TOPIC	LEARNING OBJECTIVES
1 – Organizational Overview <i>OSD Overview</i> <i>DA&M Structure</i> <i>WHS Structure</i> <i>WHS as a Field Activity</i> <i>WHS and the Fourth Estate</i> <i>ICE and its role within WHS</i> <i>WHS Functions</i> <i>Interagency Interactions</i>	<ul style="list-style-type: none"> • Identify key personnel within OSD, DA&M, and WHS • Recognize the role of WHS as a Field Activity • Distinguish WHS’s responsibility within the Fourth Estate • Differentiate between the various WHS functions • Describe the importance of Interactive Customer Evaluation (ICE) • Identify which agencies interact with WHS
2 – Action Officer Responsibilities <i>Responsibilities of the AO</i> <i>DoD Issuances</i> <i>DoD Directives Program</i> <i>Travel Considerations</i> <i>Clearance Types</i> <i>Temporary Duty Orders</i>	<ul style="list-style-type: none"> • Describe the responsibilities of AOs • Interpret OSD communication including DoD Issuances and Directives • Describe travel requirement to include policies and procedures • Identify the need for the Defense Travel System (DTS) • Explain the importance of Anti-Terrorism (AT) Briefing
3 – Writing for WHS <i>Writing Guidance</i> <i>Suspenses</i> <i>Classifications Guidelines</i> <i>Executive Services Directorate</i> <i>Style Preferences</i> <i>Types of Correspondence</i> <i>Read Ahead Guidance</i> <i>DoD Order of Precedence</i> <i>WHS Form 2 – DA&M/WHS Staff Summary Sheet</i> <i>DA&M/WHS Package Preparation</i>	<ul style="list-style-type: none"> • Identify types of writing guidance • Recognize the importance of meeting correspondence suspense timelines • State classification guidelines • Identify the role of ESD • Analyze and employ correspondence style preferences • Distinguish between different types of correspondence • Complete WHS Form 2 – DA&M/WHS Staff Summary Sheet • Prepare a WHS Staff Action Package

WHS Action Officer Course AGENDA - Day 2	
TOPIC	LEARNING OBJECTIVES
4 – Staff Action Control and Coordination Portal (SACCP) <i>Understanding SACCP</i> <i>Features of the Repository</i> <i>Features of Initiating an Action</i> <i>Features of Closing an Action</i> <i>SACCP Activity</i>	<ul style="list-style-type: none">• Describe the functions of SACCP• Initiate an action in SACCP• Distinguish between an Action and a Task• Assign a task in SACCP• Complete a task in SACCP• Close an action in SACCP
5- Additional Training Topics <i>Records Management</i> <i>No Fear Act</i> <i>The 14 Principles of the Standards of Conduct</i> <i>Emergency Preparedness</i>	<ul style="list-style-type: none">• Identify key components of Records Management• Describe the No Fear Act• List the Standards of Conduct• Comply with emergency preparedness guidance