



REPLY TO
ATTENTION OF
SFIM-SW-HR

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT AGENCY
SOUTHWEST REGION
2450 STANLEY ROAD, SUITE 101
FORT SAM HOUSTON, TX 78234-7517

26 JUL 2004

MEMORANDUM FOR Division Chiefs, Southwest Region Office (SWRO) Installation Management Agency (IMA)

SUBJECT: SWRO IMA Policy #10 -- Action Officer Development Course (AODC)

1. PURPOSE. To establish policy for completion of the AODC in SWRO for Agency Office employees.

2. APPLICABILITY. All employees assigned to the SWRO Agency Office will comply with this policy.

3. POLICY/PROCEDURES.

a. All Appropriated and Nonappropriated employees in the grade equivalents of GS-12 through GS-15 and others as designated by each Division Chief are required to complete the AODC within thirty days of being assigned to the Southwest Region IMA Agency Office. An exception will be made for those individuals who demonstrate they already received credit for the training. Contractor personnel assigned to the SWRO IMA are eligible to enroll in the course and are encouraged to participate for skill enhancement purposes.

b. The AODC is an on-line distance-learning course administered by the Army Institute for Professional Development (AIPD), Fort Eustis, VA. The objective of the course is to enhance competency and provide refresher training for action officers or other staff members in basic staff and communication skills. The AODC is a self-paced training program and provides an on-line desk reference. Upon successful completion of the final exam, participants are issued a certificate of completion by AIPD, which is posted to the participant's official civilian personnel file or local training record. AODC is considered an essential course in many professional development plans for the workforce.

c. The AODC provides 21 hours of professional development credit to individuals who successfully complete the course and pass the final "on line" examination. Enrollment is free to all individuals eligible for enrollment in Army Correspondence courses. Enrollment is accomplished through AIPD's web site at <https://www.aimsrdl.atsc.army.mil/>. Participants are required to register for access to the site and subsequently enroll in the AODC. The AODC Course number is "131 F41" and is entitled the "Action Officer Development Course."

4. PROPONENT. The proponent for this action is John Mitzel, Chief, Human Resources Division who may be contacted at (210) 295-2142 or by email John.Mitzel@samhouston.army.mil.


KATHLEEN Y. CURD
Chief of Staff