OSD Action Officer Course Agenda Day One	
TOPIC	**LEARNING OBJECTIVES**
1 - DoD Organizational Structure *OSD Organizational Structure* *National Security Structure* *National Security Council* *Quadrennial Defense Review* *Joint Staff* *Military Departments* *Combatant Commands* *Legislative Affairs* *Public Affairs* *OSD Interagency Relationships*	• 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
2 – AO Roles and Responsibilities *Supporting Senior Leaders* *Meetings and Conferences* *Travel* *Records Management* *OSD Resources*	• 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 polices and procedures • Explain the key policies and procedures for record management • Locate OSD resources including websites, acronym lists, policies and directives
3 – OSD Effective Writing *Clear and Concise Documents* *Writing process* *Action Package Documents*	• Identify ways to write clear and concise documents • Analyze documents for clarity • Describe OSD correspondence guidelines • Write an Info Memo

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4 - Staffing and Preparing Action Packages *Task vs Package* *Types of Action Packages* *Information Requests* *Action Package Process* *OSD templates* *Internal Coordination* *External Coordination* *Coordination Correspondence* *Preparing a Response to a Task* *Tracking Tasks*	• 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
5 Staff Action Control and Coordination Portal (SACCP) *Understanding SACCP* *Features of the Repository* *Features of Initiating an Action* *Features of Closing an Action* *SACCP Activity*	• 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
6 - Developing and Delivering Briefings *Decision and Information Briefs* *Effective Briefs* *Presentation Skills*	• Describe the different types of briefs • Summarize the characteristics of effective briefs • Analyze strategies for enhancing presentation skills