



The Army Force Management School

# TEACHING HOW THE ARMY RUNS

Est. 1994



**ACTION OFFICER  
INTEGRATION  
COURSE**



## OUR MISSION

The Army Force Management School (AFMS) provides force management education and training to Leaders, Soldiers, and Civilians Army-Wide.

## COURSE DESCRIPTION

This one-week Action Officer Integration Course (AOIC) prepares military (O3 – O6 • W02 – W05 • E6 – E9) and civilian personnel (GS-11 – GS-15) to serve as action officers at the HQDA level. AOIC provides HQDA action officers with a fundamental understanding of the organization of HQDA and the roles, missions, and functions of the Secretariat and the Army Staff. AOIC focuses on how action officers effectively develop, staff, and communicate information to Army Senior Leaders. It incorporates hands-on practical exercises to provide students with the opportunity to practice and improve their communication skills.

*Enterprise Task Management Software Solution (ETMS2) certification is a pre-requisite to attend the course.*

*Two Distance Learning lessons are available to familiarize yourself with topics covered in AOIC. Effective Communications discusses EXSUM and Information Papers while FM101 covers a myriad of Force Management related topics. To access the lessons, please follow the link on the AFMS website: <https://www.afms.edu>*



**Dr. Hershel L. Holiday**

AOIC Course Director

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# 2023 2024

## COURSE SCHEDULE

ID	START	END
006	01-09-2023	01-13-2023
007	02-13-2023	02-17-2023
03R	03-13-2023	03-17-2023
008	05-01-2023	05-05-2023
009	05-22-2023	05-26-2023
010	06-26-2023	06-30-2023
011	07-10-2023	07-14-2023
012	07-24-2023	07-28-2023
013	08-14-2023	08-18-2023
014	08-28-2023	09-01-2023
001	10-02-2023	10-06-2023
002	10-16-2023	10-20-2023
003	10-30-2023	11-03-2023
004	11-13-2023	11-17-2023
005	01-08-2024	01-12-2024
006	02-12-2024	02-16-2024
007	04-22-2024	04-26-2024
008	05-06-2024	05-10-2024
009	06-24-2024	06-28-2024
010	07-08-2024	07-12-2024
011	07-22-2024	07-26-2024
012	08-12-2024	08-16-2024
013	08-26-2024	08-30-2024

AOIC will conduct classes in both Resident and Virtual modes. Please contact registrar for more information.

## AOIC PROVIDES

A familiarization of the organization and functions of HQDA and an overview of several key HQDA level processes:

- Strategy
- Force Management
- Total Army Analysis (TAA)
- Planning, Programming, Budgeting, and Execution (PPBE)
- Regionally Aligned Readiness and Modernization Model (ReARMM)
- Defense Acquisition System (DAS)
- Joint Capabilities Integration and Development System (JCIDS)

The opportunity to learn how the Army in the Pentagon works and the strategic actions the Army is currently working.

The opportunity to hear from experienced Soldiers and Civilians on their perspectives on achieving success in the Pentagon.



## HOW TO REGISTER FOR AOIC CLASSES

Contact your ATRRS POC or Training Manager and ask to attend ATRRS Course: 134-AOIC-400.

If you need assistance, please contact our Registrar:

Mr. Duane Stubbs

703.805.4904

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AFMS is an equal opportunity education and training institution for the Total Army (all components, all commands).

## PRACTICAL EXERCISES

The opportunity to learn and demonstrate, through hands-on practical exercises, the effective writing and communication skills required at HQDA:

- **Executive Summary** – a method of providing timely information in a brief, succinct manner
- **Information Paper** – a method of providing facts in a clear and concise format
- **Action Memorandum** - an external memorandum requesting action (approval, signature)
- **Decision Briefing** – a method for assessing courses of action and recommending a solution for a leadership decision

You will produce these documents in both an ungraded group setting, and an individually graded assignment. You will have the opportunity to accept and respond to a tasker in ETMS2, including the tasker response sheet. While improving writing and briefing skills, you will become more familiar with the following important Army topics:

- Army Posture Statement
- Army Senior Leader documents or speeches
- Various HQDA guidance documents
- Six Modernization Priorities

# AFMS ACCREDITATIONS AND CREDENTIALING



AFMS achieved Army accreditation in 2014, 2017 and most recently in 2021. This accreditation signifies that AFMS delivers a high quality, trained and educated Leader, Soldier or Civilian through effective uses of people, processes and systems. In 2018, AFMS achieved American Council on Education (ACE) credentialing for HTARC and other selected courses. As an Army training and education proponent, AFMS develops Army learning products for the following fields of expertise:

- Force Development • Force Generation (*Global Force Management*) • Force Integration • Force Management •
- Force Structure Documentation • Total Army Analysis (TAA)

## THE ARMY FORCE MANAGEMENT SCHOOL PROVIDES:

- In-depth, cost effective Force Management (FM) and Strategic Leadership education and training across nine resident courses
- Exportable training to Department of Defense units upon request
- One-on-one, tailored education and training for Department of Defense senior leaders
- Chapter authors and publication support for the "How the Army Runs - A Senior Leader Reference Handbook"

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*AFMS facilities are Americans with  
Disability Act (ADA) compliant.*