



## AFMS ACCREDITATIONS



AFMS achieved Army accreditation in 2014, 2017, 2021, and most recently in 2024. This accreditation signifies that AFMS delivers a high quality, trained and educated Leader, Soldier or Civilian through effective uses of people, processes and systems. 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"

Army Force Management School  
5500 21st Street • Bldg 247 • Suite 1400  
Fort Belvoir, VA 22060-5923  
<https://www.afms.edu>

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

## OUR MISSION

The Army Force Management School continuously educates and trains Army leaders, Soldiers, and Civilians world-wide in force management principles, enabling them to execute the Secretary of the Army's Title 10 responsibilities.

## COURSE DESCRIPTION

This one-week Action Officer Integration Course (AOIC) prepares military (O3 – O6 • WO2 – WO5 • 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.*

For more information, please visit AOIC course page on the AFMS website at <https://www.afms.edu>.



The Army Force Management School  
**TEACHING HOW  
THE ARMY RUNS**  
Est. 1994



**ACTION OFFICER  
INTEGRATION  
COURSE**

2026  
2027

## COURSE SCHEDULE

| ID  | START      | END        |
|-----|------------|------------|
| 001 | 10•06•2025 | 10•10•2025 |
| 002 | 10•20•2025 | 10•24•2025 |
| 005 | 01•05•2026 | 01•09•2026 |
| 007 | 05•04•2026 | 05•08•2026 |
| 008 | 06•22•2026 | 06•26•2026 |
| 009 | 07•20•2026 | 07•24•2026 |
| 010 | 08•03•2026 | 08•07•2026 |
| 001 | 10•19•2026 | 10•23•2026 |
| 002 | 11•02•2026 | 11•06•2026 |
| 003 | 01•11•2027 | 01•15•2027 |
| 004 | 04•26•2027 | 04•30•2027 |
| 005 | 06•07•2027 | 06•11•2027 |
| 006 | 07•26•2027 | 07•30•2027 |
| 007 | 08•09•2027 | 08•13•2027 |

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)

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:

☎ 703.805.4904

✉ AFMS\_Registrar@army.mil

*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:

- **Information Memorandum** – a method of providing facts in a clear and concise format
- **Action Memorandum** - an memorandum requesting action (approval, signature)
- **Enterprise Task Management Software Solutions (ETMS2)** - Students will learn to accept, create, critique, and return a tasking request.
- **Decision Briefing** – a method for assessing courses of action and recommending a solution for a leadership decision
- **Artificial Intelligence** - Teaches students how to use and what to expect when using various AI writing or presentation tools.

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