



NORTHEAST REGION HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

Purpose: To inform you about and share how to enroll in the Civilian Education System (CES) **Action Officer Development Course (AODC), Supervisory Development Course (SDC), and Management Development Course (MDC).**

Scope: These correspondence courses are available through the Army Reimer Library website. They are available as self-development to supplement other training opportunities and to increase employee's knowledge and skill at any point in their career.

- Interns are required to complete the **AODC** before the completion of their intern program.
- **SDC** is required to be completed by individuals in supervisory and managerial positions before they complete their one-year probationary period.
- **MDC** provides self-development opportunities for all Army civilians and leaders.

Action Officer Development Course	page 2
Supervisor Development Course	page 3
Managers Development Course	page 4
Enrollment Procedures.	page 5

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jacklyn.laroche@us.army.mil



**NORTHEAST REGION HUMAN RESOURCE
DEVELOPMENT DIVISION (HRDD)**

Action Officers Development Course (AODC) - 131 P00

Priority	<p>AODC is a required course for interns and completion is required before they complete the intern program.</p> <p>AODC is available to all Army employees as a self-development tool.</p> <p>Reference: Civilian Education System (CES) Policy</p>
Length of Program	21 Correspondence Course Hours
Course Description	<p>An action officer is a staff member with subject matter expertise who "works actions" on behalf of senior staff officers or commanders. The term "action officer" does not refer to a duty position.</p> <p>This course describes "staff work" as it is generally practiced Army-wide. The AODC covers organization and management; conducting completed staff work; managing time and priorities; conducting meetings and interviews; solving problems and making decisions; communications; writing to the Army standard; coordinating; conducting briefings; and ethics.</p>
Application Process	<p>This course is available as interactive online training. Application must be made by electronic enrollment through the Army Training Information Architecture (ATIA) website at: http://www.train.army.mil. You will need your AKO User Id and password or CAC to enroll. An enrollment how to begins on page four of this document.</p>
Selection and Notification	<p>After you enroll you will receive an email from ATIA informing you of successful enrollment and providing instructions for beginning your course. Final exam may not be started until student receives approval email from ATIA.</p>
Training Completion Updates	<p>Participants should provide a copy of their course completion certificate or grade report to the Civilian Human Resources Agency (CHRA), Northeast Region, Human Resource Development Division (HRDD) for input into their personnel-record training history via DCPDS.</p>
Funding	No Cost.
Point of Contact	<p>For additional information, please contact a NE Region HRD Specialist. See page one for names and phone numbers.</p>



**NORTHEAST REGION HUMAN RESOURCE
DEVELOPMENT DIVISION (HRDD)**

Supervisor Development Course (SDC) - 131 F21

Priority	<p>SDC is required to be completed by individuals in supervisory and managerial positions before they complete their one-year probationary period. It is highly recommended they complete the SDC before enrolling in the any of the CES courses.</p> <p>SDC is available to all Army employees as a self-development tool.</p> <p>Reference: Civilian Education System (CES) Policy</p>
Length of Program	39 Correspondence Course Hours
Course Description	<p>SDC provides supervisors or managers with civilian personnel administration skills such as work management and basic supervision.</p> <p>It includes techniques for managing work and leading people. Management and leadership processes include planning, organizing, coordinating, directing and controlling. This course also includes lessons on delegating authority, problem solving, communicating effectively and ethics.</p> <p>SDC also Human Resources Management training to enable a supervisor to use personnel management and training procedures to ensure mission accomplishment and subordinates' professional growth. This course includes lessons on position classification, staffing, human resource development, performance management, awards, discipline and labor relations</p>
Application Process	<p>This course is available as interactive online training. Application must be made by electronic enrollment through the Army Training Support Center (ATSC) website at: http://www.train.army.mil. You will need your AKO User Id and password or CAC to enroll. An enrollment how to begins on page four of this document.</p>
Selection and Notification	<p>After you enroll you will receive an email from ATSC informing you of successful enrollment and providing instructions for beginning your course. Final exam may not be started until student receives approval email from ATSC.</p>
Training Completion Updates	<p>Participants should provide a copy of their course completion certificate or grade report to the Civilian Human Resources Agency (CHRA), Northeast Region, Human Resource Development Division (HRDD) for input into their personnel-record training history via DCPDS.</p>
Funding	No Cost.
Point of Contact	<p>For additional information, please contact a NE Region HRD Specialist. See page one for names and phone numbers.</p>



**NORTHEAST REGION HUMAN RESOURCE
DEVELOPMENT DIVISION (HRDD)**

Managers Development Course (MDC) - 131 F31

Priority	MDC is available as a self-development tool for all Army employees and is recommended for all civilians in supervisory or managerial positions before attending CES courses. Reference: Civilian Education System (CES) Policy
Length of Program	20 Correspondence Course Hours
Course Description	MDC assists supervisors and managers with basic skills for managing work and leading people. MDC includes modules in organizational culture; time management; objectives and plans; problem solving and decision making; planning, programming and budgeting; manpower management; communications; information technology applications; the Army Environmental Program; equal employment opportunity; professional ethics; internal management control; and Army family team building.
Application Process	This course is available as interactive online training. Application must be made by electronic enrollment through the Army Training Support Center (ATSC) website at: http://www.train.army.mil . You will need your AKO User Id and password or CAC to enroll. An enrollment how to begins on page four of this document.
Selection and Notification	After you enroll you will receive an email from ATSC informing you of successful enrollment and providing instructions for beginning your course. Final exam may not be started until student receives approval email from ATSC.
Training Completion Updates	Participants should provide a copy of their course completion certificate or grade report to the Civilian Human Resources Agency (CHRA), Northeast Region, Human Resource Development Division (HRDD) for input into their personnel-record training history via DCPDS.
Funding	No Cost.
Point of Contact	For additional information, please contact a NE Region HRD Specialist. See page one for names and phone numbers.

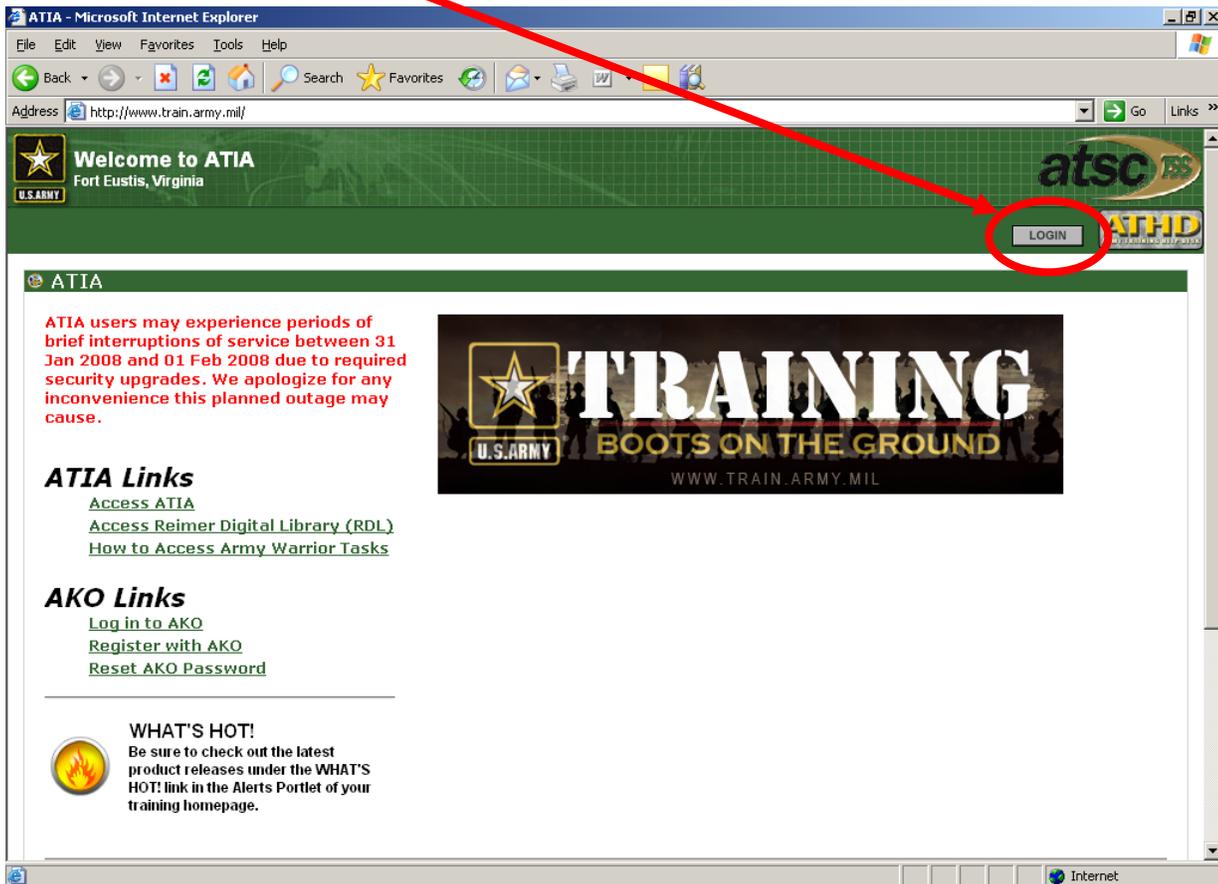


NORTHEAST REGION HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

Action Officer, Supervisors, and Managers Development Course Enrollment Procedures

Open internet explorer and type in www.train.army.mil and hit enter.

1. Click on the grey  button.



ATIA - Microsoft Internet Explorer

Address <http://www.train.army.mil/>

Welcome to ATIA
Fort Eustis, Virginia

atso

ATHD

LOGIN

ATIA

ATIA users may experience periods of brief interruptions of service between 31 Jan 2008 and 01 Feb 2008 due to required security upgrades. We apologize for any inconvenience this planned outage may cause.

ATIA Links

- [Access ATIA](#)
- [Access Reimer Digital Library \(RDL\)](#)
- [How to Access Army Warrior Tasks](#)

AKO Links

- [Log in to AKO](#)
- [Register with AKO](#)
- [Reset AKO Password](#)

WHAT'S HOT!

Be sure to check out the latest product releases under the WHAT'S HOT! link in the Alerts Portlet of your training homepage.



NORTHEAST REGION HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

2. Enter your **AKO User Id, Password**, and **click Login** use your **CAC to Login**.

ATIA - Microsoft Internet Explorer

Address: https://atiam.train.army.mil/login.fc?TYPE=100663297&REALMOT=06-edb19270-e707-1078-a4fc-832f882fff3d&GUID=85MAUTHREASON=0&METHOD=GET&SMAGENTA

Welcome to ATIA
Fort Eustis, Virginia

atasc

ATIA

Please login using your AKO user name and password

Username:

Password:

Login Reset

Login with CAC
CAC Login

ATIA Links
[How to Access Army Warrior Tasks](#)

AKO Links
[Log in to AKO](#)
[Register with AKO](#)
[Reset AKO Password](#)

WHAT'S HOT!



NORTHEAST REGION HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

3. Select the **My Courses** tab.

ATIA - Soldier - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://atiam.train.army.mil/soldierPortal/appmanager/soldier/start;jsessionid=TxvWHpfp1cXDNmJ1JM3n332x00Kvp4BhyMTvX2hrF7J3Tn2scnTKL1-464563575?_nfpb=true&u; Go Links »

Bentley, John N/A
United States Army Training Support Center

Home My Tasks **My Courses** DM/Career Map RDL Services My Account Download Manual Feedback LOGOUT ATHD

My Rucksack

Type: All Search

Search returned no results.

<input type="checkbox"/>	ID	Description and Resources	Remove Selected	Destroy Rucksack

Results 0-0 of 0 <>

Display 20, 40 or 80 results per page
[Printer Friendly Version](#)

Alerts

Click here for:

[What's Hot!](#)

Want to make ATIA better? Give us 10 minutes. Tell us what you think! [Take ATIA Survey](#)

News

Results 0-0 of 0 <>

Display 5, 10 or 20 results per page

- [Army News Stories](#)
- [Customize Feeds](#)

RDL Search

Library Search

- [New Documents](#)
- [Deleted/Superseded](#)

My Feedback

Done Trusted sites



NORTHEAST REGION HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

4. Use the Search feature and in the **Type box** select **Distributed DL/Keyword**.

A screenshot of a Microsoft Internet Explorer browser window displaying the ATIA Soldier portal. The browser's address bar shows the URL: https://atiam.train.army.mil/soldierPortal/appmanager/soldier/start?_nfpb=true&pageLabel=mycoursespage. The user is identified as Bentley, John N/A, United States Army Training Support Center. The page has a green header with navigation tabs: Home, My Tasks, My Courses, PDM/Career Map, RDL Services, and My Account. Below the header, there are buttons for Download Manual, Feedback, and LOGOUT, along with the ATHD logo. The main content area is titled 'My Courses' and has sub-tabs for My Courses Home, My Active Enrollments, and My Historical Enrollments. A search filter is applied to the 'Type' dropdown menu, which is set to 'Distributed DL/Keyword'. A red circle highlights this dropdown menu, and a red arrow points from the text in step 4 to it. Below the filter, a list of courses is displayed, each with a course ID and a description. The courses listed include: 011 D12 (SPECIAL COURSE FOR SAFETY MANAGEMENT (BASIC)), 011 D21 (AVIATION ACCIDENT PREVENTION MANAGEMENT COURSE), 011 D23 (AVIATION SURVIVAL COURSE), 011 M10 (AVIONIC MECHANIC COURSE (MOS 68N)), 011 M20 (AIR TRAFFIC CONTROL OPERATOR COURSE (MOS 15Q)), 011 M24 (AVIATION OPERATIONS SPECIALIST CRS (MOS 15P)), 011 Q13 (AVIATION LOGISTICS MANAGER COURSE), 031 A11 (RC CHEMICAL CAPTAINS CAREER COURSE (PHASE 2)), 031 D11 (CHEMICAL ADVANCED REFRESHER COURSE), 031 F11 (UNIT NBC DEFENSE OFFICER/NCO REFRESHER COURSE), 031 M30 (CHEMICAL SPECIALIST REFRESHER CRS (MOS 74D30)), 031 M32 (DECONTAMINATION COURSE), 031 M34 (SMOKE COURSE), 031 M42 (BIODETECTION UNIT LEADERS COURSE (BUL)), and 031 O11 (RC CHEMICAL SENIOR LEADER QUALIFICATION (PH 1)).



NORTHEAST REGION HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

5. In the **Document Type** box select **Distributed DL Course**

A screenshot of a web browser window displaying the ATIA - Soldier portal. The browser title is 'ATIA - Soldier - Microsoft Internet Explorer'. The address bar shows the URL: https://atiam.train.army.mil/soldierPortal/appmanager/soldier/start?ifpb=true&pagelabel=mycoursespage. The user is identified as 'Bentley, John N/A' at the 'United States Army Training Support Center'. The page has a green header with navigation tabs: 'Home', 'My Tasks', 'My Courses', 'PDM/Career Map', 'RDL Sources', and 'My Account'. Below the header, there are buttons for 'Download Manual', 'Feedback', and 'LOGOUT', along with an 'ATHD' logo. The main content area is titled 'My Courses' and includes a search bar with 'Type: Distributed DL All' and 'Document Type: All Types'. A red circle highlights the 'Document Type' dropdown menu, which is open and shows three options: 'Distributed DL Course', 'Distributed DL Module', and 'All Types'. A red arrow points from the instruction above to the 'Document Type' dropdown. Below the dropdown is a table of courses with columns for 'Course ID', 'Version', and 'Course Title'.

Course ID	Version	Course Title
011 D13		SPECIAL COURSE FOR SAFETY MANAGEMENT (BASIC)
011 D21		AVIATION ACCIDENT PREVENTION MANAGEMENT COURSE
011 D23		AVIATION SURVIVAL COURSE
011 M10		AVIONIC MECHANIC COURSE (MOS 68N)
011 M20		AIR TRAFFIC CONTROL OPERATOR COURSE (MOS 15Q)
011 M24		AVIATION OPERATIONS SPECIALIST CRS (MOS 15P)
011 Q13		AVIATION LOGISTICS MANAGER COURSE
031 A11		RC CHEMICAL CAPTAINS CAREER COURSE (PHASE 2)
031 D11		CHEMICAL ADVANCED REFRESHER COURSE
031 F11		UNIT NBC DEFENSE OFFICER/NCO REFRESHER COURSE
031 M30		CHEMICAL SPECIALIST REFRESHER CRS (MOS 74D30)
031 M32		DECONTAMINATION COURSE
031 M34		SMOKE COURSE
031 M42		BIODETECTION UNIT LEADERS COURSE (BUL)
031 Q11		RC CHEMICAL SENIOR LEADER QUALIFICATION (PH 1)



NORTHEAST REGION HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

6. In the **Keyword box** type the course number **131 P00** for the Action Officer Development Course, **131 F21** for the Supervisor Development Course, or **131 F31** for the Managers Development Course and click **Search**.

The screenshot shows the ATIA Soldier portal interface. At the top, the user is identified as Bentley, John N/A, United States Army Training Support Center. The navigation menu includes Home, My Tasks, My Courses, PDM/Career Map, RDL Services, and My Account. The 'My Courses' section is active, showing a search interface with the following fields:

- Type: Distributed DL/Keyword
- Document Type: Distributed DL Course
- Keyword: 131 P00
- Search button

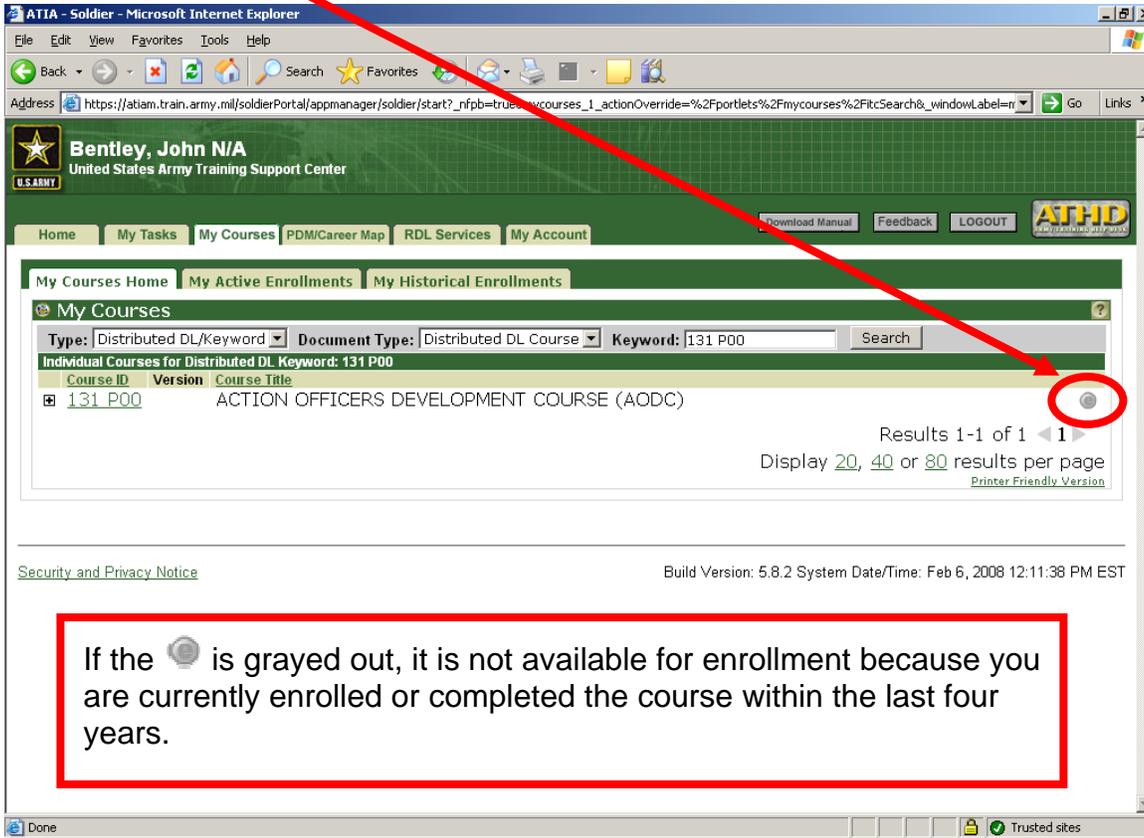
Below the search fields, a table titled 'Individual Courses for Distributed DL All' is displayed. The table has columns for Course ID, Version, and Course Title. The following table represents the data shown in the screenshot:

Course ID	Version	Course Title
011 D13		SPECIAL COURSE FOR SAFETY MANAGEMENT (BASIC)
011 D21		AVIATION ACCIDENT PREVENTION MANAGEMENT COURSE
011 D23		AVIATION SURVIVAL COURSE
011 M10		AVIONIC MECHANIC COURSE (MOS 68N)
011 M20		AIR TRAFFIC CONTROL OPERATOR COURSE (MOS 15Q)
011 M24		AVIATION OPERATIONS SPECIALIST CRS (MOS 15P)
011 Q13		AVIATION LOGISTICS MANAGER COURSE
031 A11		RC CHEMICAL CAPTAINS CAREER COURSE (PHASE 2)
031 D11		CHEMICAL ADVANCED REFRESHER COURSE
031 F11		UNIT NBC DEFENSE OFFICER/NCO REFRESHER COURSE
031 M30		CHEMICAL SPECIALIST REFRESHER CRS (MOS 74D30)
031 M32		DECONTAMINATION COURSE
031 M34		SMOKE COURSE
031 M42		BIODETECTION UNIT LEADERS COURSE (BUL)
031 Q11		RC CHEMICAL SENIOR LEADER QUALIFICATION (PH 1)



NORTHEAST REGION HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

7. Click on the  button to the far right of the Course Title.



ATIA - Soldier - Microsoft Internet Explorer

Address: https://atiam.train.army.mil/soldierPortal/appmanager/soldier/start?_nfpb=true&mycourses_1_actionOverride=%2Fportletlets%2Fmycourses%2Fsearch&_windowLabel=ri

Bentley, John N/A
United States Army Training Support Center

Home My Tasks My Courses PDM/Career Map RDL Services My Account Download Manual Feedback LOGOUT ATHD

My Courses Home My Active Enrollments My Historical Enrollments

My Courses

Type: Distributed DL/Keyword Document Type: Distributed DL Course Keyword: 131 P00 Search

Individual Courses for Distributed DL Keyword: 131 P00

Course ID	Version	Course Title
131 P00		ACTION OFFICERS DEVELOPMENT COURSE (AODC)

Results 1-1 of 1

Display 20, 40 or 80 results per page

Printer Friendly Version

Security and Privacy Notice Build Version: 5.8.2 System Date/Time: Feb 6, 2008 12:11:38 PM EST

If the  is grayed out, it is not available for enrollment because you are currently enrolled or completed the course within the last four years.



NORTHEAST REGION HUMAN RESOURCE DEVELOPMENT DIVISION (HRDD)

8. Complete the required fields of the enrollment form then click **Request Enrollment**.

ATIA - Soldier - Microsoft Internet Explorer

Address: https://atiam.train.army.mil/soldierPortal/appmanager/soldier/start?_nfpb=true&_pagelabel=mycoursesenrollmentpage&enroll_1_actionOverride=%2Fportlet%2Fenroll%2Fbe...

Bentley, John N/A
United States Army Training Support Center

Home | My Tasks | My Courses | PDM/Career Map | RDL Services | My Account

Download Manual | Feedback | LOGOUT | ATHD

My Courses Home | My Active Enrollments | My Historical Enrollments

Enroll

Complete the personal information form below. Click "Request Enrollment" to continue.
The Following information is missing or invalid:
Student Category
Branch

Required Enrollment Form for 131 F21

Attribute	Value
Student Category:*	U.S. FEDERAL CIVILIAN EMPLOYEE
Branch:**	
Name:*	John N/A Bentley
SSN:*	xxx-xx-2747
Pay Grade:*	Civilian
Civilian Pay Grade:***	02
Civilian Series:	0201
Address:*	1005 Ashworth St NE
Telephone:*****	256-313-0286
DSN Telephone:*****	778-0286
E-mail:*	john.bentley5@us.army.mil

Request Enrollment | Reset Form

You will receive and enrollment notification via email from the Army Training Support Center confirming your enrollment along with the instructions to access your course.