

DHA ACTION OFFICER (AO) COURSE

2025

The DHA Action Officer (AO) Course is intended for ALL individuals assigned as Action Officers.

The DHA AO Course is presented in a blended learning format comprised of DHA LMS modules and a virtual instructor-led training (vILT) session. This course prepares AOs for success by defining the responsibilities, guidelines, and best practices essential to their roles.

AOs will become familiar with correspondence, publications, and forms process requirements. The course will also provide an overview of the basic features of the Enterprise Task Management Software Solution (ETMS2), as well as written material quality review strategies.

All vILT sessions:
11:00 a.m. - 2:00 p.m. EST

January 8 January 29	February 12 February 26	March 12 March 26	April 9 April 23
May 7 May 21	June 4 June 25	July 9 July 23	August 6 August 20
September 10 September 24	October 8 October 22	November 5 November 19	December 3

Register using the below link or search the DHA LMS (<https://jko.jten.mil/mhs>) course catalog for "DHA Action Officer Comprehensive Training":

<https://jkodirect.jten.mil/html/COI.xhtml?identifier=DHA+Action+Officer+Training>

