



OCKO Welcome Brief



Knowledge Management is About People...



“Let me be clear... **Knowledge Management is about people.** People connecting to people, people making decisions, people sharing expertise, people collaborating, and people continuously learning and improving how we do business. It is *not* a function performed by a few people in the headquarters. **It is part of everyone’s job.**”

General Paul Funk II
26 FEB 2021

“I want the CKO to Drive Content.”



Funk's Fundamentals

1. Always secure yourself first
2. If you can't talk, you can't win
3. You can save your own life
4. Simplicity is the most important principle of war
5. Common sense is the most important principle of patrolling
6. Talking isn't fighting
7. Never fight a fair fight
8. Don't accept No from someone who can't say Yes
9. Trust but verify
10. Never be unreachable
11. Never waste good coffee
12. Never take anything for granted
13. Never go anywhere without a knife
14. Never pass up a chance to use a clean bathroom
15. A good idea only becomes great when it is shared
16. There is no such thing as a coincidence
17. When in charge, take charge
18. Good units do routine things routinely
19. Great units master the basics
20. Clean up your own mess
21. PCC/PCI
22. Communication is established lower to higher
23. The higher up the flagpole you go the more your ass shows
24. Ten pats on the back for every one kick in the ass
25. The Army is a people business
26. Humans learn two ways: significant emotional experience and repetition
27. There is a fine line between confidence and arrogance
28. Nobody cares how much you know until they know you care
29. Screamer – folks will turn the other way to avoid you. Unpredictable – your team will be confused. Calm and resolute – your Soldiers will look for the disappointment in your voice and seek to avoid it
30. Love the one you are with; whatever unit and job you have, it is the best in the Army. If not so, make it so.
31. Balance and moderation – don't confuse enthusiasm with capability
32. High standards, positive outlook, and excellence are contagious
33. You are a professional, a professional athlete warrior, in a profession of arms, carrying your national colors – be proud, train, and act like one
34. If you think you are important try ordering around someone else's dog
35. TOPS – Take Other People's Stuff
36. Don't let analysis cause paralysis
37. Training schedules are priorities of work tied to a timeline
38. Training is a journey not a destination
39. Leadership is a contact sport; it requires daily interaction
40. Leave the jersey in a better place than you found it



TRADOC Mission

TRADOC executes its mission through five subordinate commands and centers:

- [U.S. Army Combined Arms Center](#)
- [U.S. Army Recruiting Command](#)
- [U.S. Army Cadet Command](#)
- [U.S. Army Initial Military Training](#)
- [U.S. Army Center of Military History](#)

TRADOC also oversees 32 Army schools organized under 10 Centers of Excellence, each focused on a separate area of expertise within the Army. These centers train over 500,000 Soldiers and service members each year.

TRADOC was born of innovation and agility, and quickly adapts to shifting world, national, and institutional situations, in both peace and war. TRADOC's adaptive character and culture ensures our Army remains the nation's "force of decisive action."



TRADOC HQ OCKO Mission

The Office of the Chief Knowledge Officer (OCKO) plans, leads, and executes TRADOC's KM program with emphasis on process improvement and organizational performance management in order to increase collaboration, stimulate innovation, enhance decision-making, and improve organizational performance across the command.

- Develop and implement strategies and plans for designing organizational performance measurements and analytics, employing knowledge management and process improvement practices, optimizing data and content management solutions, and training; educating and supporting the workforce in leveraging enterprise solutions to achieve TRADOC and Army strategic objectives and priorities.
- Align TRADOC KM initiatives with the Army Business Strategy, DOD Defense Business Systems (DBS) directives, and other reform initiatives to continually improve organizational processes and performance, and optimize availability of resources to TRADOC in support of Army priorities and warfighting missions. (TR 10-5-1)
- Reports directly to the DCoS, TRADOC.



TRADOC HQ OCKO Major Functions

- 1. Knowledge Management:** A collection of deliberate processes, techniques, and technologies for creating, organizing, applying, and transferring tacit and explicit knowledge, and ensuring that knowledge is readily available to those who need it, when and where needed. At the enterprise level, KM is a discipline that promotes an integrated approach to using scalable enterprise technical and non-technical solutions to share knowledge assets and intellectual capital rapidly to meet mission objectives.
- 2. Process Improvement (PI):** PI is the proactive task of identifying, analyzing, and improving upon existing business processes within an organization to optimize and to meet new quotas or standards of quality. It includes the continuous efforts to assess, innovate, optimize, and improve organizational business processes and work systems. When implemented successfully, PI ensures the ways people work together and the processes they employ improves and enhances knowledge flow, organizational performance, learning, and efficacy.
- 3. Data and Content Management (DCM):** Encompasses the planning, policies, and procedures necessary for efficient and effective use of data, content, and knowledge sources within supporting enterprise architectures, networks, and repositories. DCM ensures proper management (from creation to permanent storage or deletion), reduces redundancy/duplication, enhances discoverability, and supports real-time data visualization through scalable dashboards and common operating pictures.
- 4. Business Intelligence (BI):** BI encompasses a wide variety of tools, applications, and methodologies that enable organizations to collect data from internal systems and external sources, prepare it for analysis, develop and run queries against that data, and create reports, dashboards, and data visualizations to make the analytical results available to decision-makers, as well as workers. BI provides for the analysis of business-related metrics and key performance indicators (KPI) to support decision making relative to the Army/DOD DBS, Army Business Council (ABC), and related institutional Army and DOD government reforms initiated by the HQDA Office of Business Transformation (OBT).

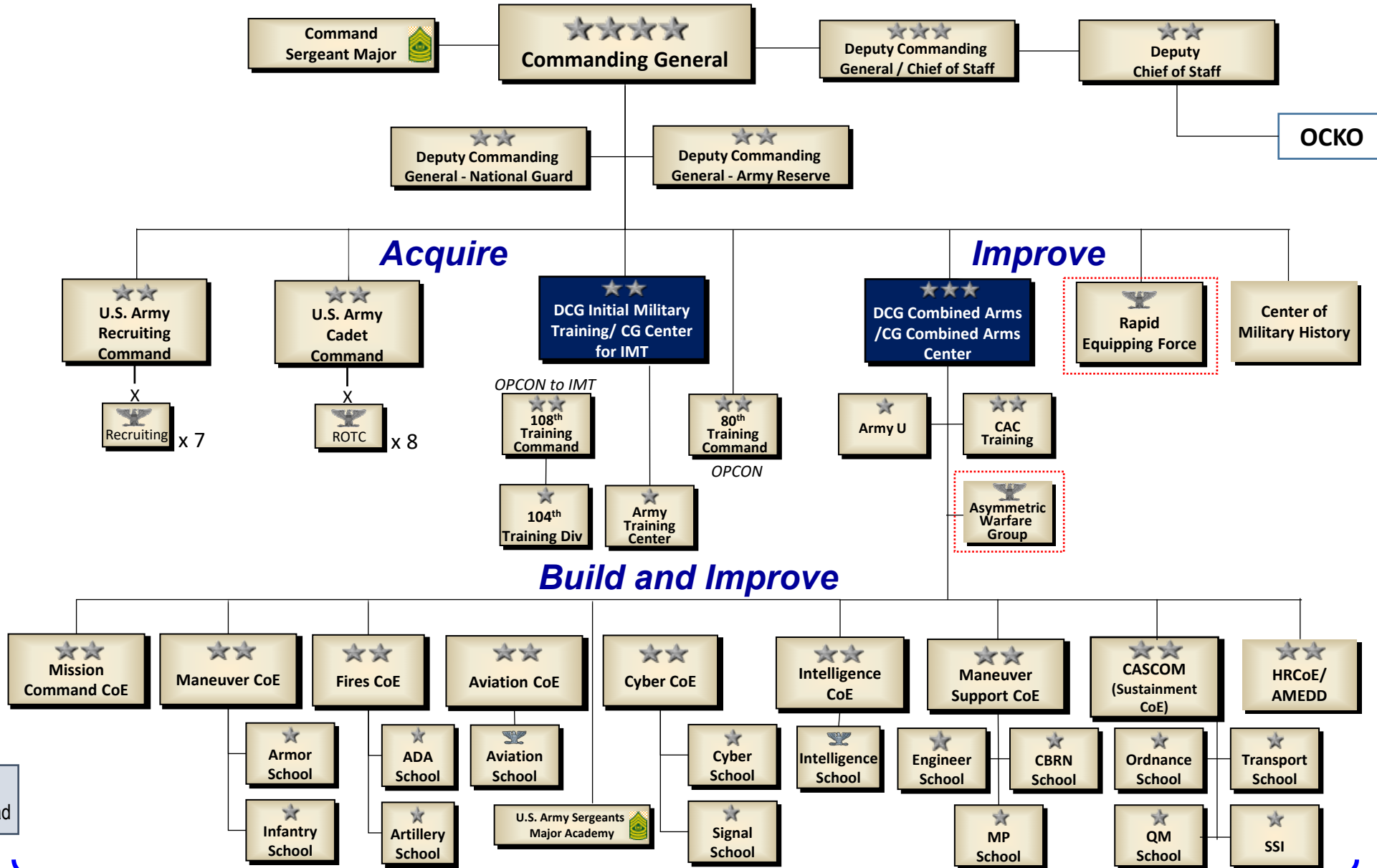


TRADOC HQ OCKO Major Functions (Cont'd)

6. **Organizational Performance Management (OPfM):** OPfM comprises the methods by which organizations assess and align their resources, systems, and workforce to achieve organizational objectives and priorities. OPfM involves recurring activities to establish organizational goals, monitor progress toward those goals, and make adjustments to achieve those goals more effectively and efficiently. OCKO provides assistance to TRADOC organizations with development of SMART objectives and metrics that represent impact.
7. **Training, Education, and Professional Development:** Informs, assesses, and provides support to leaders, professionals, the TRADOC workforce, and KM practitioners. Methods include formal and informal training/education; help-desk functions; communities of practice and collaboration platforms; strategic communications; professional development settings; and production/distribution of supporting materials (courseware, multimedia, publications, surveys, etc.), in accordance with Army and TRADOC policies, procedures, and standards.
8. **Planning and Programming:** Comprises the ongoing function to develop, update, and provide for the implementation of the TRADOC Business Strategy and KM functions, supporting plans, enterprise contract support documentation, budgeting, manpower analysis, reports, accreditation standards, and other program management roles and responsibilities.
9. **Accreditation, Inspection, and Assistance Visits:** Plans, supports, and participates in TRADOC-approved accreditations, inspections, and assistance visits to provide requisite KM subject matter expertise and support to TRADOC staff and subordinate organizations. Participates in Army accreditations as requested by Director, HQ TRADOC Quality Assurance Office.
10. **Governance:** Coordinates, schedules, conducts, and participates in the TRADOC Business Council (TBC), TRADOC Knowledge Management Advisory Council, Army Business Council (ABC), and other TRADOC/Army recurring or nonrecurring governance sessions, as required.
11. **Communication/Collaboration:** On behalf the DCOS and DCG TRADOC, serve as the TRADOC lead for communication and collaboration with the HQDA OBT and the Army Data Board.



TRADOC Organizational Chart



Legend

Core Function Lead



TRADOC HQ OCKO Staff

Chief Knowledge Officer (CKO)
(GS-15)

Mr. Ian D. Pfaff

Deputy CKO - KM
(GS-14)

Dr. Michael
Prevou

Management Analyst -
KM (GS-14)

Mr. Brian
Durham

Management Analyst -
KM (GS-14)

Mr. Brett Patron

TRADOC Master
Black Belt -
KM (GS-14)

Mr. Rod Norris

Management Analyst -
KM (GS-13)

Ms. Laura
"Caren" Sibley

Management Analyst -
KM (GS-13)

Ms. Alana Page

Management Analyst -
KM (GS-13)

Mr. Rich
Wightman

Management Analyst -
KM (GS-11)

Mr. Garth Dunkel

Management Analyst -
KM (GS-11)

Ms. Lindsey
Seablom

Contract Team Key Positions

Contract Program Managers

Interim Program
Manager

Alternate Program
Manager

OCKO Knowledge Managers

Senior Knowledge
Manager

Mr. Nate Truckenbrod

Knowledge Manager

Vacant

OCKO Business Analysts

Senior Business
Process Analyst

Mr. Craig Couch

Operations Manager/
Business Analyst

Mr. Marshall McBride

Training & Development/Multimedia Production

Development
Team Lead

Multimedia
Team Lead

Mr. Herb Harrison

Instructional Systems
Designer/KM Analyst

Mr. Mike Smith



Contract Program Managers

The Program Management Team provides the OCKO with the administrative and leadership support across the TRADOC Centers of Excellence, the Major Subordinate Commands, and the TRADOC Headquarters. Both team members possess advanced degrees, and bring Project Management Professional, Certified Scrum Master, and Certified Product Owner certifications.

The Program Manager maintains visibility and oversight on the entire contract team, maintain staff levels, facilitates communication between all entities, and ensures adequate reach-back support is available.

The Alternate Program Manager focuses on the TRADOC Headquarters operation, but remains postured to assist the Program Manager in his absence or where directed.

Name	Position
John Hinson	Interim Program Manager
Terrell Darden	Alternate Program Manager (APM)



OCKO Knowledge Managers

Knowledge Managers provide subject matter expertise as it relates to KM competencies.

Knowledge Managers work with the Business Analysts and Developers as requested to support OCKO projects. The Knowledge Managers are members of the OCKO Comm Scrum.

Responsibilities also include the development of:

- Articles and blogs
- Process and organizational improvement efforts
- Process documentation, process maps, and work instructions
- Plans and white papers

The team brings expertise in Lean Six Sigma (LSS); Business Process Reengineering (BPR); Continuous Process Improvement (CPI); ISO 9001 and 20000; ITIL; Quality, Change, and Risk Management; Balridge Criteria; Root Cause Analysis; Kaizen; Scaled Agile Framework Principles; Training and Development; Technical Writing/Editing; MS Office/365 family (including Visio and Project), and desktop publishing.

Name	Position	SME
Nate Truckenbrod	Senior Knowledge Manager	KM, PI, OPfM
	Knowledge Manager	CM & DM



Training & Development/Multimedia Production

The team provides subject matter expertise as it relates to the development of training products and material in the support of a continuous learning environment. The team also contributes to the KM efforts in both author and outside review roles. Both positions are members of the OCKO Comm Scrum.

Responsibilities include the development of:

- Webinars
- Vignettes
- Brilliance Bars
- Training Material
- Ydraw White Boards
- Audio and Video Recordings
- Graphics

Name	Position
Brian Adams	Development Team Lead
Herb Harrison	Multimedia Team Lead
Mike Smith	KM Analyst/Systems Designer

The team brings expertise in Final Cut Pro, Adobe Creative Cloud, After Effects, and the MS Office/365 family. Product development tools include video cameras, lighting, 360 virtual reality, 4K HD, and green screens.



OCKO Business Analysts

Business Analysts conduct requirement gathering in support of external/internal customers. They are the face of OCKO to customers.

Business Analysts support customers through:

- Root cause analysis/cause-effect diagram development
- Operational instructions, workflows, and process map development
- Functional requirements gathering
- Translating functional requirements into technical requirements
- Teaming with developers in support of customers' needs

Name	Position
Craig Couch	Senior Business Analyst
Marshall McBride	Operations Manager/Business Analyst

Business Analysts focus on special projects outside of business analysis when required and when the individual analyst's background provides added value. The team brings expertise in Project Management Professional, Comptia Security+/Network+, Certified Scrum Master, Adobe Professional, in addition to the MS Office/365 family (including Visio and Project).



OCKO Developers

Developers provide technical subject matter expertise to OCKO projects.

Developers are skilled in building both out-of-the-box (OOTB) and custom-coded SharePoint solutions across the TRADOC HQ Staff based on the requirements gathered by Business Analysts, often with short suspense. The development team also works closely with the G6 on migration efforts from SharePoint 2010 and contributes to the KM efforts in both author and outside review roles.

The team brings expertise in SharePoint Designer, JavaScript, jQuery, HTML, CSS, XML, JSON, GIS, SMS, InfoPath, InfoPath Designer, SQL, BootStrap, HighCharts and Rest API in addition to the MS Office family, including Office 365.

Name	Position
Brian Adams	Developer Team Lead
Josh Smith	Systems/Sharepoint Developer



Admin Support Team

The team serves point on the majority of administrative and technical tasks in support of the OCKO team. Responsibilities include:

- Tasker Management
- Meeting Management/Coordination (CoE, TKMAC, 3 Star ABC)
- Personnel Administration (onboarding, NDAs, training, instruction)
- Government Property Accountability
- Monthly Status Reports
- Plan of Action Reports
- Critical Team Reviews
- Standup Coordinator
- Meeting Minutes

The team's expertise ensures administrative continuity across the OCKO.



TRADOC KNOWLEDGE MANAGEMENT 101

Mission — Plans, leads, and executes TRADOC's KM program with emphasis on process improvement and organizational performance management in order to increase collaboration, stimulate innovation, enhance decision-making, and improve organizational performance across the command.

TCP LOE Enabler

- Inform
- Acquire
- Improve
- Build
- Reform

Strategic Themes

- Facilitate Organizational Performance
- Continuous Improvement & Innovation
- Smart Investment
- Industry and GOV Partnerships
- Change Management/Business Transformation

Customers

- Office of Business Transformation
- TRADOC Leaders & Workforce
- MSCs, MSOs, COEs, Schools, and Centers
- CKOs/KMOs

Services and Activities

- | | | |
|--|--|---|
| <ul style="list-style-type: none"> • Peer Assist • Lessons Learned • Subject Matter Expertise Identification & Location • Onboarding Knowledge Transfer — Improve Time to Competency • Succession Knowledge Transfer — Capture Critical Knowledge Before it Leaves TRADOC | <ul style="list-style-type: none"> • Strategic Communications — Standardization of Good News Stories from the Field • KM Toolset Assessment, Advocacy, & Piloting • Business Process Integration and Improvement • Content Management • KM Maturity Assessments | <ul style="list-style-type: none"> • Business Intelligence — Data-Informed Decision-Making • Organizational Performance Management • Standardization of Common KM Approaches • Community of Practice Process Management & Assessment • Army KM Proponent |
|--|--|---|



TRADOC KM — Make Knowledge Accessible & Visible



Drive KM Practices & Approaches

KM Policies & Procedures

KM Training & Education

KM Inspections
& Assessments

Staff Assistance Visits

TRADOC HQ OCKO
Enterprise Support



Continuous Process Improvement

Business Intelligence

Data & Content Management

Change Management

Programmatics &
Contract Support

KM Working Groups (KWG) &
KM Representatives (KMRs)



Our Approach to “FIX” KM

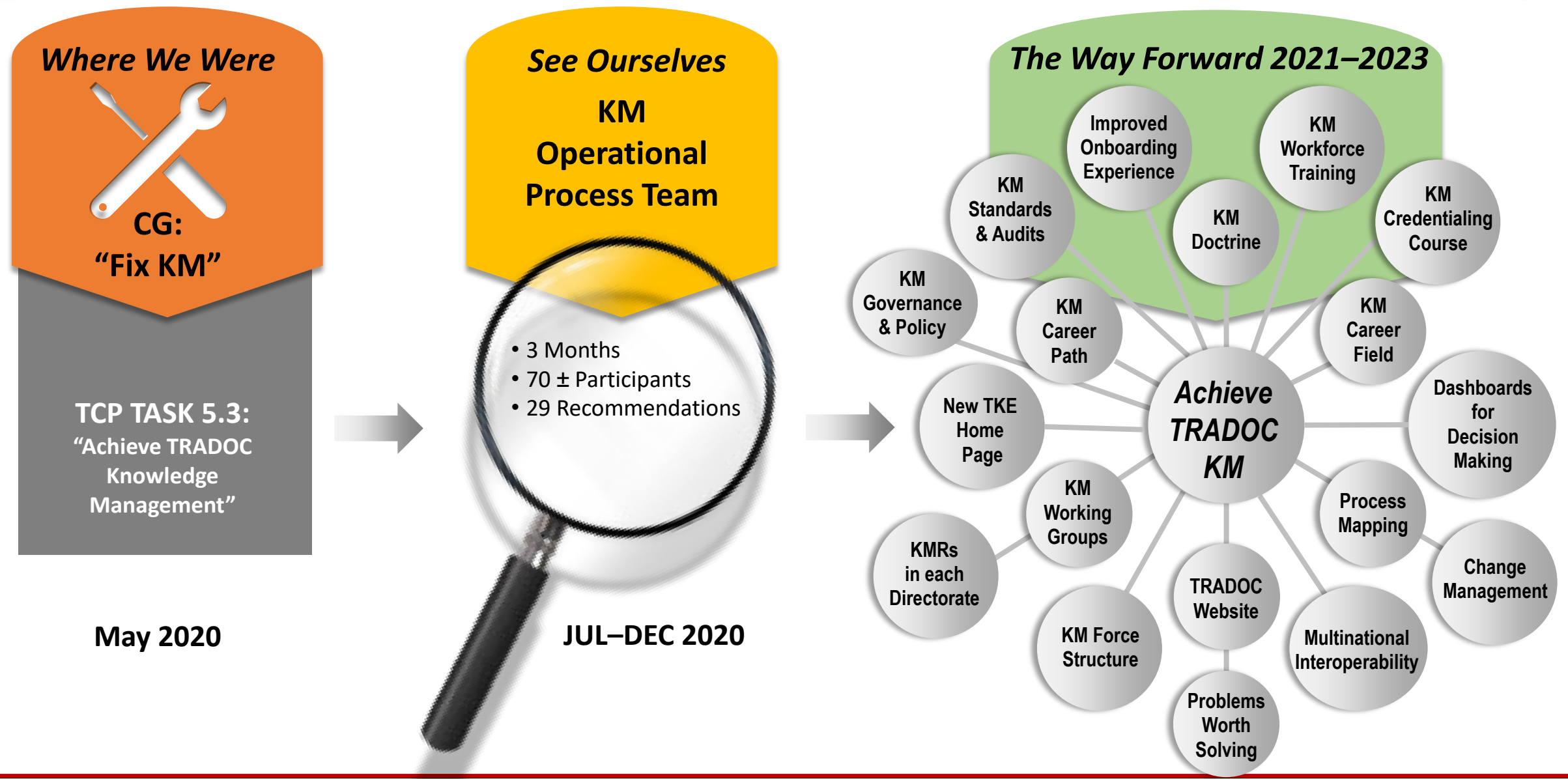
1. Mobilize knowledge
2. Focus on the organization’s wicked problems
3. Adopt a maturity model to deal with business practices
4. Implement around organizational processes
5. Remember — KM is about *People*!





TRADOC Campaign Plan — Achieve TRADOC KM

UNCLASSIFIED



Mobilizing Knowledge Across TRADOC

Telling the story of how Knowledge Management creates a competitive advantage by helping us work smarter and make better decisions.

10 Episodes

Season 1



Why KM is Important

EPISODE 1: Knowledge management is essential to accomplishing our Army missions. Second only to the people in the organization, knowledge is considered the most important asset an organization possesses.



How We Define KM

EPISODE 2: The process of enabling knowledge flow to enhance shared understanding, learning, & decision making through creation, organization, integration, & sharing of knowledge between leaders & subordinates in order to improve how we work & make decisions.



KM at War

EPISODE 4: Focuses on the specific KM aspects of Lessons Learned during armed conflict & how that influences training, doctrine, & leader development — post-conflict.

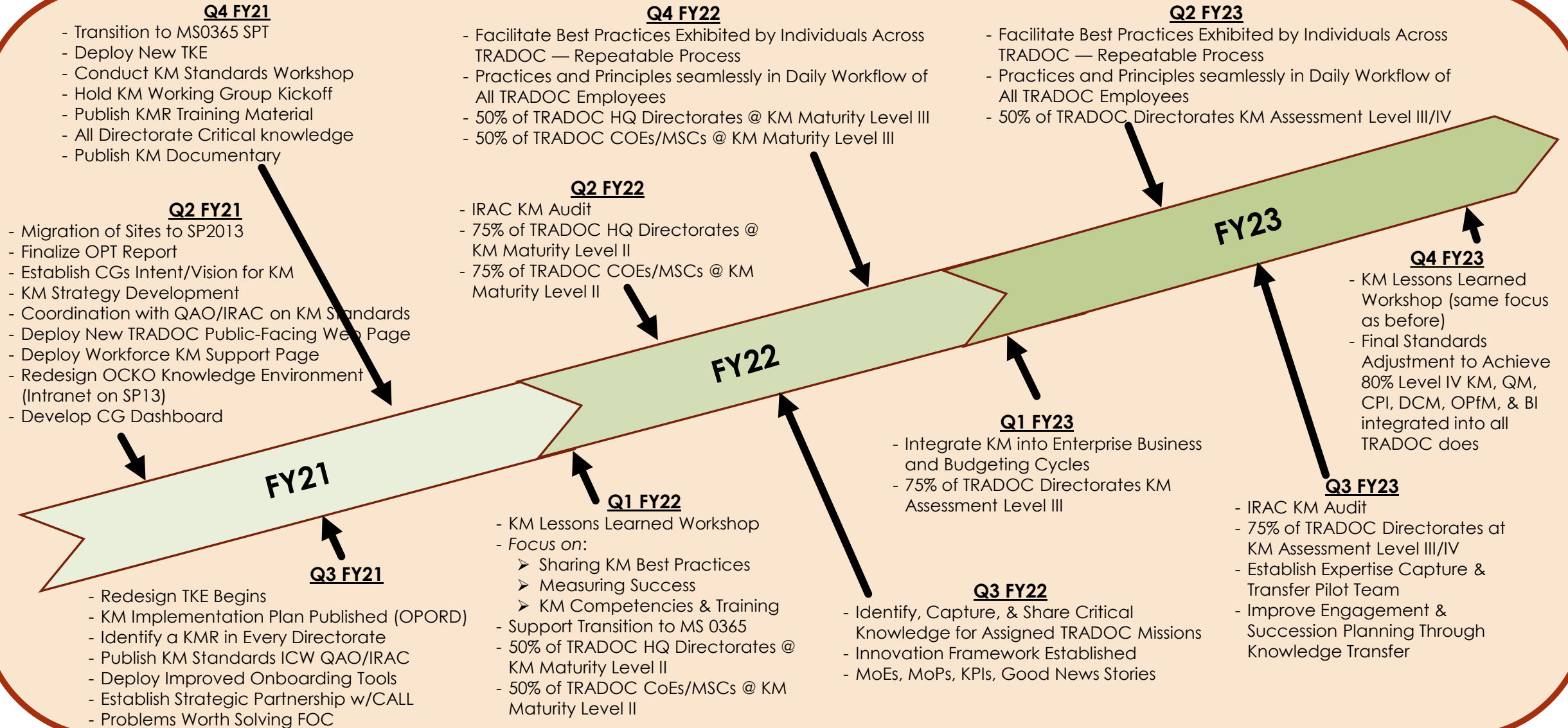


KM in Action

EPISODE 6: Highlights demonstrations of the local efforts across TRADOC. These show how KM is pervasive in all we do & how we create shared understanding through the alignment of people, processes, & tools within the organizational structure & culture to increase collaboration & interaction between leaders & subordinates to achieve a competitive advantage.



TRADOC HQ FY21 — FY23 KM Milestones





TRADOC KNOWLEDGE MANAGEMENT OPT

Mission: Accomplish CG, TRADOC intent by identifying and developing actionable courses of action, and informing current and future TRADOC Campaign Plan-related tasks, by fundamentally revolutionizing the institutionalization of knowledge management across the TRADOC enterprise. (May–Oct 2020)

Focus Areas

- People
- Processes
- Tools
- Resources
- Organization

Construct

- GEN Funk as Primary Customer
- MG Royalty as OPT Champion
- Mr. Pfaff as OPT Chair
- TRADOC OCKO Support Team
- Core Group (TRADOC Staff Members)
- Advisory Council (CoE CKOs, AKMP)

CG Guidance

- Improve Communicating 22 City Recruiting Message to the CSA **“Inform” LoE**
- Improve TRADOC “Up & Out” Messaging
- Public-Facing Webpage Refresh
- Make TRADOC an “Assignment of Choice”
- Revolutionize TRADOC KM Across the Force

Highlights

- ~3,540 Work Hours Devoted to Date
- Completely Virtual (using CVR)
- Macro to Micro Workflow
- Collaboration Across Enterprise
- Groundwork Laid for Process Improvement
- Achieved Shared Understanding
- Recognized Need to Mirror Private Sector Marketing Techniques
- Best Practices Captured
- Use of “Fishbones” to Illustrate Problem-Solving Techniques
- Identified Information Gaps & Potential Remedies **“Reform” LoE**
- “Deep Dive” into Standardization of Business Rules for KM
- Developed Common Understanding of Cultural Differences Across Footprint
- Addressed KM Staffing Deficits
- Utilized Smaller Focus Groups to Address Specific Problem Sets
- Established Open & Collegial Dialogue Across Staff & Subordinate Organizations
- Formulated Leader Engagement Process to Align **“Inform” LoE** Objectives
- Fostered Cross-Functional Communication to Solve Routine Staff Challenges



CKO WEEKLY BATTLE RHYTHM



	Monday	Tuesday	Wednesday	Thursday	Friday
0815-0845	Projects Scrum: Govt/Contractors	Projects Scrum: Govt/Contractors	Projects Scrum: Govt/Contractors	Projects Scrum: Govt/Contractors	Projects Scrum: Govt/Contractors
0845-0900					
0900-0930	CG Synch Small Group, 1 st duty day, weeks 2 -4 POC: Grace Smith (TEMP) Mr. Pfaff Week 1 Large Group Synch	Sprint Review 0900-1000	CG Plans Update Pre-brief: Allen	All Staff Meeting/All 0900-1015	
0930-1000			BLOCKED FOR DEEP WORK		
1000-1030		CKO/COR Update Mr. Pfaff/Directorates 1015-1045	DCoS Staff Synch: Dr. Prevou		CG Plans Update POC: Eric Peterson Mr. Pfaff
1030-1100	TCP LIVE, may change based Upon CGs schedule		IAWG 1030-1130: Dr Prevou/Dunkel		
1100-1130	POC: Eric Peterson Mr. Pfaff/Dr. Prevou	IRC Mission Analysis: 1100-1200 Sibley			
1130-1200	CKO Management Meeting/1145-1245: Mr. Pfaff/Directorates	Site Collection Request Review: 1100-1130: Durham			
1200-1230	BLOCKED FOR LUNCH	BLOCKED FOR LUNCH	BLOCKED FOR LUNCH	BLOCKED FOR LUNCH	BLOCKED FOR LUNCH
1230-1300				G6/KM A365 SPO/Governance WG: 1230-1330	Army365 SPO Governance WG: Tony (1200-1330)
1300-1330	Weekly Status Report: Dr. Prevou, Brian Durham, Caren Sibley, COR/ACOR, Contract Team/1300-1400		CUB(Commanders Updating Briefing)1330-1430: Mr. Pfaff		
1330-1400					
1400-1430	Weekly TRADOC Task Prioritization Meeting: Prevou/ 1400-1500	TKMAC, 3 rd Tues.monthly/All	Mission Validation of IT Dept. 1430-1600: Patron		
1430-1500		Army Portfolio Management Solution Weekly Update: Seablom			
1500-1530				TCP Live Pre-brief for Monday's TCP Live POC: Eric Peterson.: Allen	
1530-1600					



The following Quad Charts are used to display important Battle Rhythm events occurring on a recurring basis. This enables the reader to locate crucial information at a glance prior to the event. The 5 sections provide the following information:

- Participants including the lead and members
- Time, location and purpose
- Inputs
- Agenda
- Outputs



ALL STAFF MEETINGS

Lead: PM, Mr. Pfaff, Dr. Prevou

Members: All Staff

Time: Thursdays: 0900-1015

Location: CR4009/TEAMS

Purpose: Gov't/Contractors provide Mr. Pfaff need to know updates/impediments

Inputs

- Staff update points or decisions required

Agenda

- Leadership Priorities Vary

Outputs

- Due-Outs captured and saved in Teams folder



TKMAC

Lead: Mr. Pfaff, Dr. Prevou

Members: Government Team (as needed),
Contract Team (as needed),
CoE Designated Representative

Time: 3RD Tuesday, monthly

Location: TEAMS

Purpose: Serve as a forum for TRADOC
Headquarters and Subordinate Organizational
Knowledge Management Officers (KMOs) and Chief
Knowledge Officers (CKOs) to discuss best practices.

Inputs

- Opening Comments CKO
 - TCP Tasks
 - KM Implementation Guidance
 - Sharing of Lessons Learned
- As Required:
- Policy updates
 - Doctrine updates
 - Items of interest to KM enterprise

Agenda

Flexible based on current
events and requirements:

- Opening Comments
CKO/What's Hot!
- Sharing of Lessons Learned
- KM Implementation
Guidance

Outputs

- Lessons Learned
everyone could use.
- Guidance
- Clarification on
Implementation
- Actions to be taken as
raised by discussions



TRADOC Campaign Plan (TCP) “Live” Event

Lead: G-3/5/7

Members: CG, DCG, CAC CG, DCoS, CoE CDRs, GO CDRs, CMH, IMCOM-Training, REF, AWG, GO/SES Staff Primaries, All Coordinating/Special/Personal Staff Directors, TRADOC Staff (G-39) — All TRADOC employees are welcome to participate

OCKO Rep: CKO/Designated Rep, Specified Contractors

Time: Weekly, Monday 1030–1145 or per CG Schedule

Location: Teams

Purpose: Provide the CG an assessment on TRADOC Lines of Effort and Tasks

Inputs:

- G-3/5/7 LOE Assessment
- LOE/Task Assessment

Agenda:

- 1030-1035: Opening
 - This Day in History
 - Hero of the Week
- 1035-1040: LOE/Objective Assessment
- 1040-1120: Commander/Leader Assessments
 - Commanders & TRADOC Staff
- 1120-1130: TCP / ACP Nesting
- 1130-1140: Inform Actions
- 1140-1145: Closing

Outputs:

- Due Outs captured by G-3
- CG guidance and decisions on TCP



CG Plans Update Meeting

Lead: G-3/5/7

Members: G-3 5/5 Planners, CPG Reps, CommDir Reps, TRADOC Staff as required

OCKO Rep: CKO/Designated Rep

Time: Weekly, Friday 1000–1100 or per CG Schedule

Location: Teams

Purpose: Provide CG information & receive decisions on various TRADOC planning activities.

Inputs:

- G-3/5/7 Planning Update Sessions
- Planning Topic slides from Topic POC

Agenda:

- Outline topics for the next 3–4 sessions
- 1 to 3 specific planning topics as an introduction, IPR, or Decision
- Review next session topic(s) & current session due outs

Outputs:

- CG planning guidance & decisions



Army Business Council (ABC) Meeting

Lead: Office of Business Transformation

TRADOC Lead: DCoS (G-6 as designee for DCoS)

Admin Support: OCKO

Members: TRADOC Business Council

OCKO Rep: CKO/Designated Rep

Time: Varies monthly, usually the 3rd week

Location: Teams

Purpose: Primary review forum for the quarterly assessment of performance related to the ABS, using results of these assessments to provide guidance & assistance in the accomplishment of goals, objectives, & action plans.

Inputs:

- Army Senior Leader Guidance
- ABC subordinate body issues & recommendations
- Army standard business processes & practices
- Proposed business initiatives
- Resource priority recommendations for business investments

Agenda:

- Disclosed the week of the event on the OBT milBook site & Outlook invite to designated attendees

Outputs:

- Recommends business policy & strategy to the Army Management Action Group
- Synchronizes & integrates the Army Business System Architecture including business processes & rules
- Approves business initiatives



DoD Joint KM Working Group Meeting

Lead: J-4 Logistics Management Directorate
Knowledge Manager

TRADOC Lead: OCKO (listening role only)

Members: Service Representatives

OCKO Rep:

Time: Bi-weekly, 1130–1300 (Generally)

Location: Teams

Purpose: To inform Joint KM community on best practices, techniques, & updates on KM activities across the DoD enterprise.

Inputs:

- None required for OCKO

Agenda:

Varies monthly. Current agenda:

- Opening
- KM Symposium
- Telework
- O365 implementation
- Open Mic

Outputs:

- Information only
- Slides are archived on the portal



OCKO Weekly Status Report Meeting

Lead: CKO/COR

Members: Government Team/Contracting Team

Time: Mondays 1300-1400

Location: MS Teams

Purpose: Update government customer on manning status across the contract.

Inputs:

- PWS
- Manning Spreadsheet

Agenda:

Focus is only on current projects

Outputs:

Common understanding of personnel shortages and contract efforts to fill the positions.
Minutes captures by contracting team.



3-Star ABC Meeting Facilitation

Customer: CG TRADOC

Government Lead: CKO

Lead Organization: DCS, G-6 (for the DCoS)

Occurrence: Varies; usually third week of every month

Description:

Chaired by the OBT, the ABC reviews and recommends Army enterprise level business initiatives.

OCKO facilitates the conduct of the meetings and serves as a member of the TRADOC Business Council. OCKO is the TRADOC Lead for OBT taskers.

TRADOC Return on Investment:

TRADOC's continued, active participation is its primary mechanism to ensure Command's equities are represented in Army Business Mission Area governance.

Impediments:

At TRADOC the ABC is temporarily being led by the DCS, G-6 on behalf of the DCoS.



OCKO Resources

Resource	Purpose	Location
KM Library	Serves as the repository for OCKO documentation. Current status: CPI initiative underway.	https://hq.tradoc.army.mil/sites/OCKO/cko/Pages/OCKO.aspx
OCKO SharePoint Homepage	Identifies the OCKO Government team, serves as an interface between the OCKO & TRADOC, provides for a link to submit an OCKO service request.	https://intranet.tradoc.army.mil/sites/hq/OCKO/Internal%20Library/Forms/AllItems.aspx
Request Support SharePoint Page	Contact the OCKO for support, development, and training: dashboards, collaboration sites, metrics, key process indicators (KPIs), process mapping, Lean Six Sigma, Microsoft O365 and Teams, multimedia production, SharePoint, and more.	https://intranet.tradoc.army.mil/sites/hq/OCKO/Pages/Request-Support.aspx
Automated Time Attendance & Productions System (ATAAPS)	A web-based application used by DoD, & other agencies, to capture & record employee time and attendance. OCKO civilians regularly use the system to record their time & attendance & the new CKO, as supervisor, will approve leave in this system.	https://ataaps.csd.disa.mil/ataaps_AR10/
OCKO Onboarding Page	A web-bases application that has centralized all pertinent resources for new employees.	https://www.tradoc.army.mil/ockoonboarding/



Additional Duties

- Property Accountability
- DPMAP
- Contract Management
- Taskers
- Staff Officer Orientation Briefing (SOOB)
- Social Functions
- Observances



Questions/Comments?