

Directions for Posting Assignments or Responding to a Threaded Discussion

There will be several instances in each Learning Event that require you to leave the Interactive Courseware (ICW) and return to Forums at the DoD Learn site, to make a posting to a discussion question or post an assignment.

Below is a typical screen in the ICW, where you are directed to post your question response or an assignment.

The screenshot displays the ICW interface for 'FLEET AND FAMILY READINESS' and 'APF FINANCIAL MANAGEMENT'. The top navigation bar includes 'Introduction', 'POM', 'COLS', and 'Program Standards'. The 'Assessments' section is active, showing a 'Discussion Question' and 'Discussion Question Criteria'.

Discussion Question

Post your answer to the discussion thread for the following question:

How does the POM process play a role in funding major changes to your Programs?

Select the link for directions on [how to post your answer](#) to the discussion thread.

Discussion Question Criteria

Responses should reflect content presented in the Learning Event, as well as real world experiences. Responses should also stimulate further conversation and thoughtful feedback from peer learners and facilitators.

An inset window shows a list of assessments with the following items:

- Pre-event (Post by Wednesday, 18 February)
- 1. Identify your APF (Area of Interest) in your program.
- 2. Learning Event Expectations from Pre-event discussion with supervisor (Bullet format is acceptable) (Post by day of a week in discussion)
- 3. Respond to POM Data Call (Post by Thursday, 18 February)
- 4. How does the POM process play a role in funding major changes to your programs?
- APF Requirements (Post by Friday, 20 February)
- 1. Why is validating the Labor requirements for your Program important to the installation and to the entire AF Program?
- Operating Under Continuing Resolution Authority (Post by Tuesday, 24 February)
- 2. How often are operating under Continuing Resolution (CR) used on your program, and how do they use and your supervisor use CR?

At the bottom, there is a navigation bar with 'Virtual Office', 'Assignments', 'Resources', 'Glossary', 'Help', and 'Back'. The page number 'Page 8 of 8' and a 'Next' button are also visible.

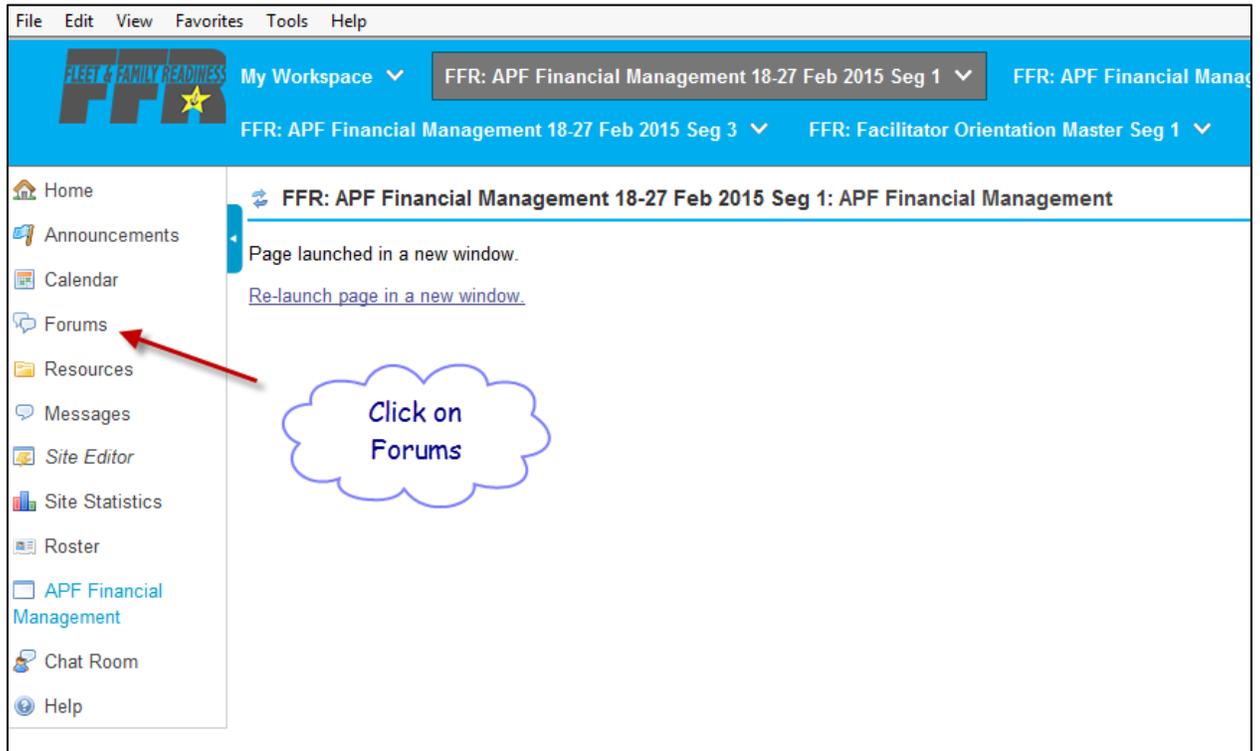
Complete the following steps to post your question responses and assignments:

- 1) Click on the “—” to minimize the ICW and return back to the DoD Learn site.

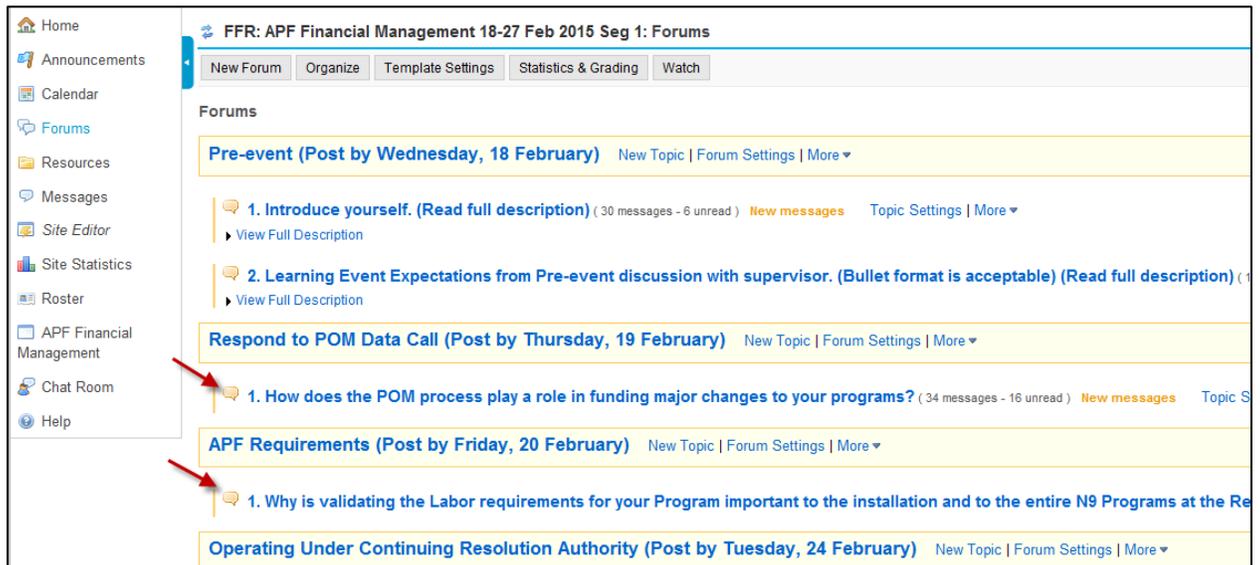
The screenshot shows a web browser window displaying the APF Financial Management website. The browser's title bar indicates the page is "Unclassified". The website header features the CNIC logo and the text "FLEET AND FAMILY READINESS" and "APF FINANCIAL MANAGEMENT". A navigation menu includes "Overview", "Introduction", "POM", "COLS", and "Program Standards". The main content area is titled "Assessments" and contains a "Discussion Question" section. The question asks: "How does the POM process play a role in funding major changes to your Programs?". Below the question are instructions on how to post an answer and "Discussion Question Criteria". A callout bubble with a blue border and white background points to the minimize icon (two horizontal lines) in the browser's window control bar, with the text "Click on the minimize icon". The browser's address bar shows "APF Financial Management". The page footer includes a navigation bar with "Virtual Office", "Assignments", "Resources", "Glossary", "Help", "Back", "Page 8 of 8", and "Next".



2) Select **Forums** to access the discussion questions and assignments.



3) Select the appropriate discussion question or assignment.



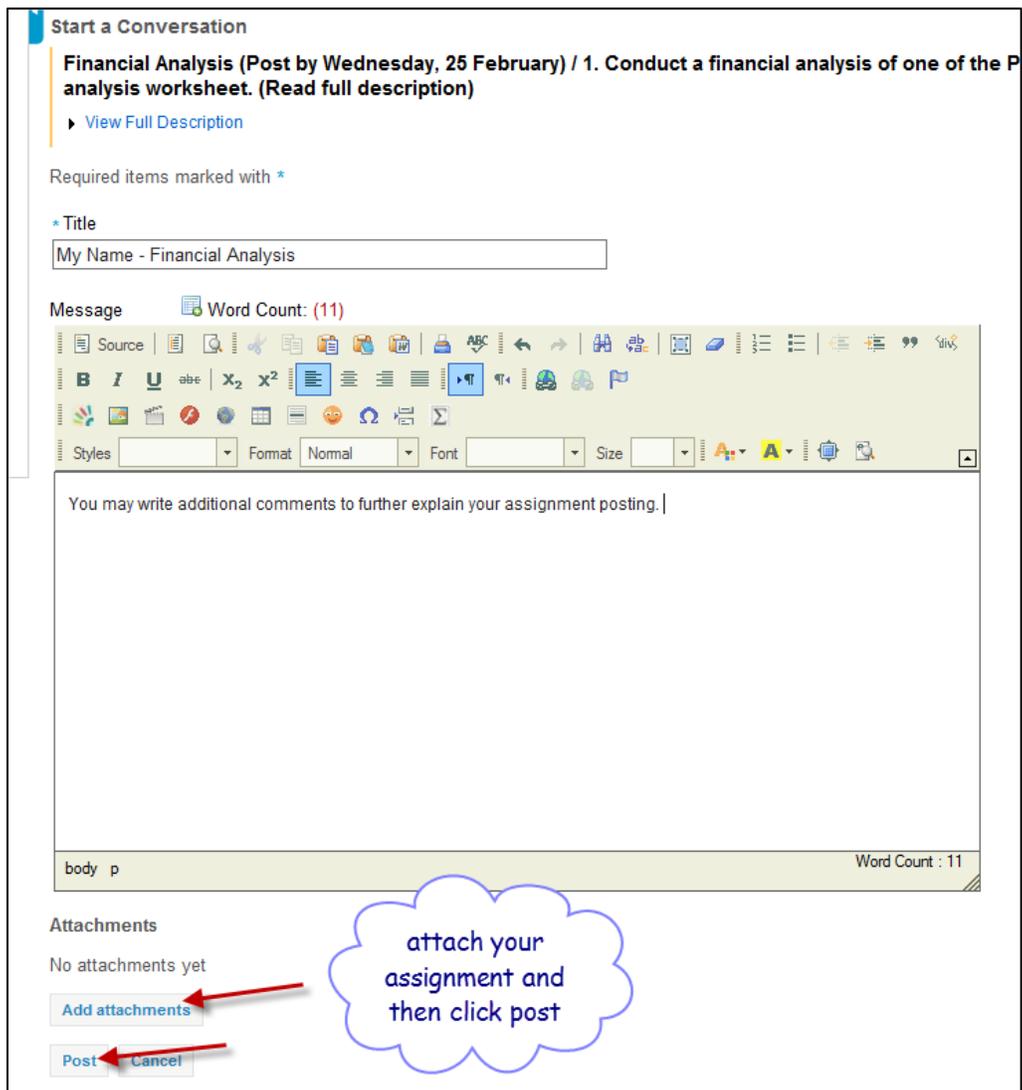


4) Select **View Full Description** for the following directions for posting your response or assignment:

- To Post/Upload Assignments in Forums
- To Post a New Response to a Discussion Question in Forums
- To Post Your Response to Another Learner's Response in Forums

To Post/Upload Assignments in Forums

1. Click on the question you are responding to.
2. Click on **Start a New Conversation**.
3. Fill out the Title with your name plus whatever the assignment is.
4. Click on **Add Attachment**.
5. Click the Browse button.
6. Browse to find your assignment that is saved on your computer; highlight/click on the document name and click Open; the document will be uploaded.
7. Click Continue.
8. Click on **Post**.



Start a Conversation

Financial Analysis (Post by Wednesday, 25 February) / 1. Conduct a financial analysis of one of the P analysis worksheet. (Read full description)

[View Full Description](#)

Required items marked with *

* Title
My Name - Financial Analysis

Message Word Count: (11)

You may write additional comments to further explain your assignment posting. |

body p Word Count : 11

Attachments
No attachments yet

[Add attachments](#)

[Post](#) [Cancel](#)

attach your assignment and then click post

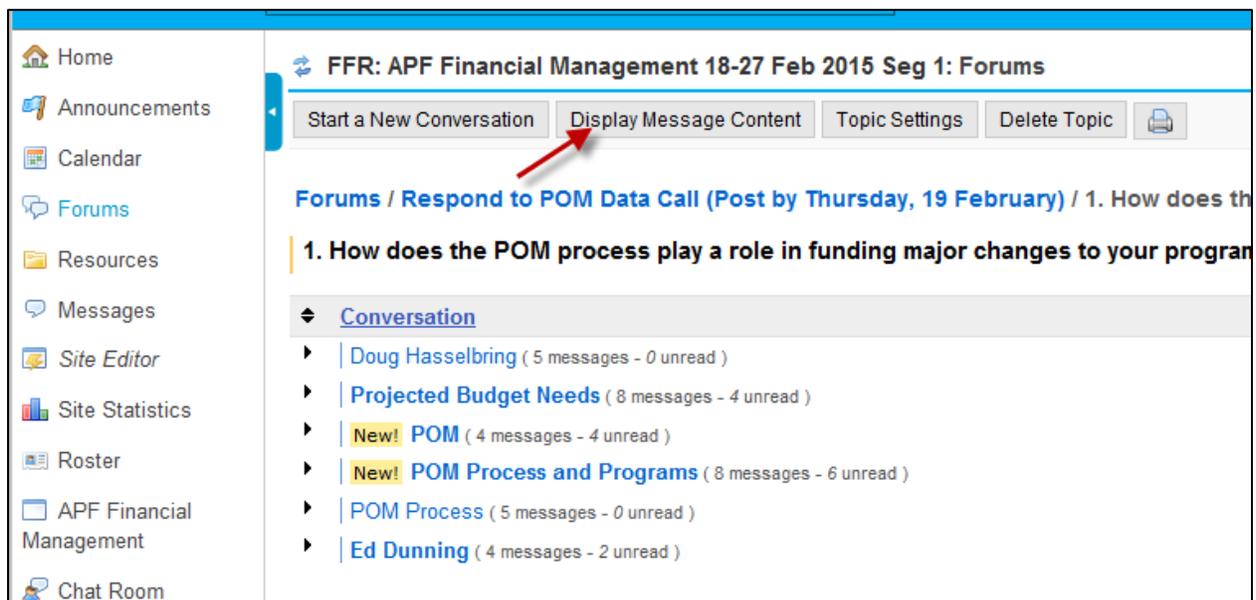
To Post a New Response to a Discussion Question in Forums

1. Click on the question you are responding to.
2. Click on **Start a New Conversation**.
3. Fill out the **Title** with your name.
4. Click in the **Message** box and type your response.
4. Click on **Post**.

To Post Your Response to Another Learner's Response in Forums

NOTE: Posting at least one response to one fellow Learner for each question is a requirement for completion.

1. Click on the question you are responding to.
2. Click on **Display Message Content** to reveal and read all responses.



The screenshot shows a forum interface with a left-hand navigation menu and a main content area. The navigation menu includes: Home, Announcements, Calendar, Forums, Resources, Messages, Site Editor, Site Statistics, Roster, APF Financial Management, and Chat Room. The main content area is titled "FFR: APF Financial Management 18-27 Feb 2015 Seg 1: Forums". Below the title are four buttons: "Start a New Conversation", "Display Message Content", "Topic Settings", and "Delete Topic". A red arrow points to the "Display Message Content" button. Below the buttons, the forum topic is "1. How does the POM process play a role in funding major changes to your program". Underneath, there is a "Conversation" section with a list of messages from various users, including Doug Hasselbring, Projected Budget Needs, New! POM, New! POM Process and Programs, POM Process, and Ed Dunning.

3. Click on **Reply** to comment on your fellow Learner's posting.
4. Scroll down to the **Message** box and type your reply.
5. Click on **Post**.



Projected Budget Needs

Taeko Yoshino Buck (Feb 19, 2015 12:22 PM) - Read by: 9 Reply

[Email](#) | [Edit](#) | [Delete Message](#)

POM assists with looking ahead 3-5 years to identify future budget needs. An example from our base is MWI process of building an all-inclusive recreation center to include a bowling alley, theater, and club for a while. It is completed by the end of this month and breaking ground soon after based on weather. Although they will be closed we know there will be a time when the club will be shut down in FY15/16. The Loft facility and Liberty program and it is projected in our POM for FY15/16 to increase staff, food orders, supplies/equipment, programming etc. due to increase of patrons and the club being shut down.

Re: Projected Budget Needs

Gail Brennhofer (Feb 19, 2015 1:12 PM) - Read by: 8 Reply

[Email](#) | [Edit](#) | [Delete Message](#)

Taeko,

Yes, the POM does assist us with recording our needs 3-5 years out. Very good example!

Gail ~

Re: Projected Budget Needs

Jack Taylor (Feb 19, 2015 2:53 PM) - Read by: 9 Reply

[Email](#) | [Edit](#) | [Delete Message](#)

What's interesting and challenging here at NSA Bethesda is balancing what happens on the Navy funded side (UH) and the Army funded aspect for our Wounded Warrior Housing which also falls under Navy UH operation areas, but at the same time great care has to be taken to ensure the QO funds are separated from the reimbursement side. So when my boss is working in the POM process with installation and region, there are always unique situations (service employees paid out of QO funds -- contract employees paid out of Army funds), but all employees are working in area of our UH operation.

Re: Projected Budget Needs

Jack Taylor (Feb 19, 2015 2:56 PM) - Read by: 9 Reply

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"any" area of our UH operation."

- 5) Once you are ready to return to the ICW, you will find it available to you in your task bar or "tray" at the bottom of your computer screen.