

Ft. Stewart/HAAF Garrison Civilian Employee Mandatory Training

Effective 1 July 2018

Civilian Employee Mandatory Training will be accomplished by all new employees, and then annually and biennially by all employees as indicated below:

(A) All New Employees:

(1) Antiterrorism Training (AT) Level I: register and complete online at <https://jko.jten.mil>, then click on the *Course Catalog* tab, enter US007 and click *Search*. Employees can then enroll in *Level I Antiterrorism Awareness Training*.

(2) EEO Anti-Harassment and No FEAR Training: register online at <https://www.atrrs.army.mil/>. Once logged in, search for the training by clicking *Course Catalog* and enter 203A (non-supervisors) or 203B (supervisors) in the *Course Number* section. Once the registration has been approved, employees will receive an email and the training will be conducted using the Army Learning Management System (ALMS) platform.

(3) Cyber Awareness Training: register and complete online at <https://ia.signal.army.mil/login.asp>.

(4) Ethics: register and complete online at <https://www.jagcnet.army.mil/> by clicking on *Legal Services*, then selecting *Initial Ethics Training for New Personnel* under the *Ethics* sub-heading.

(5) Prevention of Violence in the Workforce – Employees: register and complete online at <http://media.cpms.osd.mil/faslerd/employee/menu.htm>

Prevention of Violence in the Workforce – Supervisors: register and complete online at <http://media.cpms.osd.mil/faslerd/supervisor/menu.htm>

(6) Personal Readiness (formerly listed as separate courses of Substance Abuse and Suicide Prevention training): register and complete Alcohol and Substance Abuse Prevention and Suicide Prevention training online at <https://jko.jten.mil>. Once logged in, click the *Course Catalog* tab, enter the course code (US011 for ASAP training and US006C for Suicide Prevention training) and click *Search*. Select enrollment in the *Joint Staff Alcohol and Substance Abuse Prevention* training and the *Joint Staff Suicide Awareness and Prevention – Civilian Only* training. Completion of both of these courses constitutes completion of the *Personal Readiness* requirement as detailed in AR 350-1.

(7) Information Security (INFOSEC) Program Training: register and complete online at <https://www.lms.army.mil/> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *Information Security Program Training*.

(8) SHARP (Sexual Harassment/Assault Response and Prevention) training: register and complete online at <https://www.lms.army.mil/> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *SHARP (Sexual*

Ft. Stewart/HAAF Garrison Civilian Employee Mandatory Training

Harassment/Assault Response and Prevention): *Standing Strong*. Employees may also attend the course in a face-to-face training capacity when available. Only one aspect (online OR face-to-face) is required.

(9) Operational Security (OPSEC) training: register and complete online at <https://www.lms.army.mil/> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *Army OPSEC Level I (Newcomers and Refresher)*.

(10) Threat Awareness and Reporting Program (TARP) course: register and complete online at <https://www.lms.army.mil/> by clicking on the *Search Catalog* link on the left-side menu, entering *TARP* into the Search field, changing the Location to *Any Location*, and clicking *Search*. That search will return the result of *U.S. Army Threat Awareness and Reporting Program (TARP) Course (Version: A)*. Click on the title of the course. On the next page, click the dropdown arrow and select *Current Registerable Initial Certification Path v2* which is found next to *Select Path*. A new drop down will appear entitled *U.S. Army TARP Course#(date)-206*. Once that has populated, click *Register for Selected Path*, and then *Complete Registration* on the next page. Complete the training by clicking *Launch Content*. Employees may also attend the course in a face-to-face training capacity when available. Only one aspect (online OR face-to-face) is required.

(11) Constitution Day training: register and complete online at <http://constitutionday.cpms.osd.mil/>.

(12) Foundation Course (DL-only): required for all Civilian Employee new hires in grades GS 1-15 and equivalent pay band/scale, hired after 1 October 2006.

(B) Annually by All Supervisors of Civilian Employees:

(1) EEO Anti-Harassment and No FEAR Training: register online at <https://www.atrrs.army.mil/>. Once logged in, search for the training by clicking *Course Catalog* and enter 203B in the *Course Number* section. Once the registration has been approved, employees will receive an email and the training will be conducted using the ALMS platform.

(C) Annually by All OGE 450 Filers:

(1) Ethics: register and complete online at <https://www.jagcnet.army.mil/> by clicking on *Legal Services*, then selecting *Online Ethics Training* under the *Ethics* sub-heading.

(D) Annually by All Employees with a Secret (or higher) Clearance:

(1) Information Security (INFOSEC) Program Training: register and complete online at <https://www.lms.army.mil/> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *Information Security Program Training*.

Ft. Stewart/HAAF Garrison Civilian Employee Mandatory Training

(E) Biennially (every other year) by All Employees:

(1) Antiterrorism Training (AT) Level I: register and complete online at <https://jko.jten.mil>, then click on the *Course Catalog* tab, enter US007 and click *Search*. Employees can then enroll in *Level I Antiterrorism Awareness Training*.

(2) EEO Anti-Harassment and No FEAR Training (**non-supervisory ONLY**): register online at <https://www.atrrs.army.mil/>. Once logged in, search for the training by clicking *Course Catalog* and enter 203A (non-supervisors) in the *Course Number* section. Once the registration has been approved, employees will receive an email and the training will be conducted using the ALMS platform.

(3) Prevention of Violence in the Workforce – Employees: register and complete online at <http://media.cpmc.osd.mil/faslerd/employee/menu.htm>

Prevention of Violence in the Workforce – Supervisors: register and complete online at <http://media.cpmc.osd.mil/faslerd/supervisor/menu.htm>

(also required when an employee's JOB CHANGES within the Garrison)

(4) Information Security (INFOSEC) Program Training: register and complete online at <https://www.lms.army.mil/> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *Information Security Program Training*.

(5) SHARP (Sexual Harassment/Assault Response and Prevention) training: register and complete online at <https://www.lms.army.mil/> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *SHARP (Sexual Harassment/Assault Response and Prevention): Standing Strong*. Employees may also attend the course in a face-to-face training capacity when available. Only one aspect (online OR face-to-face) is required.

(6) Operational Security (OPSEC) training: register and complete online at <https://www.lms.army.mil/> by clicking on the *Mandatory Training* link on the left-side menu, and selecting *Launch* next to *Army OPSEC Level I (Newcomers and Refresher)*.

(7) Threat Awareness and Reporting Program (TARP) course: register and complete online at <https://www.lms.army.mil/> by clicking on the *Search Catalog* link on the left-side menu, entering *TARP* into the Search field, changing the Location to *Any Location*, and clicking *Search*. That search will return the result of *U.S. Army Threat Awareness and Reporting Program (TARP) Course (Version: A)*. Click on the title of the course. On the next page, click the dropdown arrow and select *Current Registerable Initial Certification Path v2* which is found next to *Select Path*. A new drop down will appear entitled *U.S. Army TARP Course#(date)-206*. Once that has populated, click *Register for Selected Path*, and then *Complete Registration* on the next page. Complete the training by clicking *Launch Content*. Employees may also attend the course in a face-to-face training capacity when available. Only one aspect (online OR face-to-face) is required.

Ft. Stewart/HAAF Garrison Civilian Employee Mandatory Training

(F) Required when appointed and then as prescribed:

(1) Manager's Internal Control Program (MICP) training: IAW AR 11-2, all designated MICP personnel will complete initial training within 30 days of duty appointment. Refresher training will be completed annually for Internal Control Administrators (ICAs), and biennially (every other year) for Senior Responsible Officers (SROs), Assessable Unit Managers (AUMs), and Evaluators. Register online at <https://www.lms.army.mil/> by clicking on the *Search Catalog* link on the left-side menu, entering *Internal Control Program* into the *Search* field, changing the Location to *Any Location*, and clicking *Search*. Select the appropriate training module, register, and launch the course.

(2) Safety Committee Members Safety Course: IAW 29 CFR 1960.58, all collateral duty Safety Officers on orders are required to complete this training when appointed. Register and complete online at <https://www.lms.army.mil/> by clicking on the *Search Catalog* link on the left-side menu, entering *Safety Committee* into the *Search* field, changing the Location to *Any Location*, and clicking *Search*. Select the *Safety Committee Members Safety Course*, register, and launch the course.

(G) Civilian Education System (CES):

The CES program is the Army's leader development program for all Army civilians. It provides progressive and sequential education for Army Civilians at key positions throughout their careers. Courses of instruction are provided through Distance Learning (DL) and resident instruction. CES courses are to be taken in sequence over a period of time as Army Civilians progress through their careers. Course applications are completed through CHRTAS.

(1) Foundation Course (DL-only): Required for all Civilian Employee new hires in grades GS 1-15 and equivalent pay band/scale, hired on or after 1 October 2006.

(2) Basic Course (DL-only option available): Required for all Civilian Supervisors in grades GS 1-9 and equivalent pay band/scale. Non-supervisors at the appropriate grade levels can attend in a voluntary status.

(3) Intermediate Course: Required for all Civilian Supervisors in grades GS 10-12 and equivalent pay band/scale. Non-supervisors at the appropriate grade levels can attend in a voluntary status.

(4) Advanced Course: Required for all Civilian Supervisors in grades GS 13-15 and equivalent pay band/scale. Non-supervisors at the appropriate grade levels can attend in a voluntary status.

(5) Supervisor Development Course (SDC): The SDC is a DL-only course (for APF employees; NAF employees take a face-to-face course) that must be completed within the first year of placement in a supervisory position in accordance with the probationary period. Supervisors are required to complete this as re-certification within 3

Ft. Stewart/HAAF Garrison Civilian Employee Mandatory Training

years of previous completion. Employees enrolled in the SDC have 120 days to complete the course from the date of registration. If the course is not completed within this timeframe, employees will be required to re-register and restart the course.