**US ARMY and IMCOM Individual Training Tracker** (*list not inclusive*)

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| **NAME:**  | **ORG** | **SIGNATURE:** | **Date** |

***Purpose:*** *To capture training requirements, references, frequency, training method(s) and time spent on individual training. Document is maintained by
 individual and reviewed during performance counseling’s, and/or as required by leadership. Army Training Network Link for your dashboard is available at* [*http://usacac.army.mil/core-functions/training-development*](http://usacac.army.mil/core-functions/training-development)*.*

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| **Date Completed** | **Title** | **Frq** | **Time****Est** | **Method** | **Training Link/Agency** | **Requirement/Instructions** |
| **SM** | **CIV** | **CON** |  |  |  |  |  |  |
|  |  |  | **Anti-Terrorism Level I Awareness Training** (*With and Without CAC links)* | I/A | 2hr | Online | <http://jko.jten.mil/courses/atl1/launch.html> - Search JS-US007 Level I Antiterrorism Awareness Training | This is an initial and annual requirement for military, DA civilian employees and contractors IAW DA-CMT01, AR-350-1 and AR 525-13. *See bottom of web page for link for NO CAC access.*  |
|  |  |  | **Army Substance Abuse Training (ASAP)** | A | 2hrs CIV4hrs MIL | Online or F2F | <https://jkodirect.jten.mil/> Search JS -US011-Joint Staff Alcohol and Substance Abuse F2F through unit  | Required initially and annually for military and DA civilian employees. Civilians are required to complete two hours and military 4 hours. ASAP training in available online **OR** via classroom **OR** through Command specific requirement. IAW DA-CMT15, AR 350-1 and AR 600-85. |
|  |  |  | **Army Values Training** | A | 1hr | F2F | Conducted by unit | Required for Soldiers annually IAW DA-CMT17. |
|  |  |  | **ATAAPS Courses Civilian Timecard management**  | I/A | .5hr | Online | [https://jkodirect.jten.mil/](https://jkodirect.jten.mil/%20%20)  Search (see requirement) based on your function | Applicable to those using the system for their or their employee timecards. Search JS –US031 Certifier; US032 Employee, or US033 Timekeeper  |
|  |  |  | **Civilian Education System (CES) -Foundations** | I | 40h | Online | [http://usacac.army.mil/organizations/cace/amsc#](http://usacac.army.mil/organizations/cace/amsc)  | Required for DA civilian employees hired after 30 SEP 06. Must be completed within six months of their start date. |
|  |  |  | **Civilian Education System (CES) -Supervisor Development** | I/3 yrs | 18h | Online | <https://www.atrrs.army.mil/channels/chrtas/> **Instructions**<http://usacac.army.mil/organizations/cace/amsc/registration> | Required for supervisors of DA civilian personnel within one year of appointment, and every three years thereafter as a refresher. IAW 350-1 and ALARACT 250/2011, DTG: R 011909Z Jul 11 |
|  |  |  | **Combating Trafficking in Persons (CTIP) Program** | A | 1hr | Online | <https://www.lms.army.mil> Search Combating Trafficking | This is an annual requirement for military, DA civilian employees and contractors IAW DA-CMT13.  |
|  |  |  | **Constitution Day** | I/A | .5h | Online | <http://constitutionday.cpms.osd.mil>  | Required annually for military and DA civilian employees IAW AR 350-1 and Public Law 108-447, Division, J Sec 111 |
|  |  |  | **Cyber Awareness (formally known as Information Assurance)** | I/A | 4hr | Online | <https://ia.signal.army.mil/dodiaa/default.asp>  | This is an annual requirement for military, DA civilians and contractors IAW AR 350-1, AR 25-2. ***New employees must complete this course prior to being granted Enterprise email/CAC access.*** |
|  |  |  | **Equal Employment Opportunity (EEO) Anti-Harassment, No FEAR Act -**Military and Civilians | I/A | 1hr | Online | <https://www.lms.army.mil/> Search EEO 203A - for non-supervisors or EEO 203B - for supervisors of civilians | Required initially, and then annually for DA Civilians and Service Members who supervise Civilian Employees IAW HQDA ALARACT 163/2014. |
|  |  |  | **Equal Opportunity (EO) with Anti Bullying and Anti-Hazing -** Military | S/A | 2hr | F2F/ Joint Staff Online | See Unit EO Advisor **OR** <https://jkodirect.jten.mil/> Search JS –US013 Joint Staff Equal Opportunity Policy and Basic Training | For military IAW DA-CMT10, AR 350-1 and AR 600-20. EO is required annually, and anti-hazing/anti-bullying semi-annually. Many commands have their own training, and JKO is an alternative |
|  |  |  | **Ethics** | I/A | 1hr | Online | <https://www.jagcnet2.army.mil/Training/start.xsp?goto=ETH16> or Log into <https://www.jagcnet.army.mil/> Click on Legal Services tab, Click on Ethics tab then Click on Online Training. | New military and civilian employees, and annually for OGE Form 450 filers.  |
|  |  |  | **Global Assessment Tool 2.0 (GAT)** | A | 1hr | online | <http://csf2.army.mil/> | Required annually Soldiers IAW DA ALARACT 086/2011, and encouraged for family members and Army civilians |
|  |  |  | **GSA Cardholder Travel Card Program** | I/ 3yr | 2hr | Online | <http://www.defensetravel.dod.mil/index.cfm> | Initially required for incoming personnel, new travel card applicants, and those who are required to reapply for a Government travel card due to non-use. Training is required every three years for all travel card holders and authorizing officials.  |
|  |  |  | **Individual Development Plan (IDP)** | I | 1hr | Online | <https://actnow.army.mil> or [*https://actnow.army.mil/actsims/ACT%202.0%20IDP%20-%20CIV/ACT%202.0%20IDP%20-%20CIV.swf*](https://actnow.army.mil/actsims/ACT%202.0%20IDP%20-%20CIV/ACT%202.0%20IDP%20-%20CIV.swf) *for civilians.* | IDP’s are required for military and DA Civilians, Army Career Tracker (ACT) offers guidance and training search engines. |
|  |  |  | **Information Security Program Training** | I/A | 1hr | Online | <https://www.lms.army.mil> Search Information Security | Initial and annual requirement for military, DA civilian employees and contractors. Training replaces Initial Security Orientation and the Annual Security Refresher Training. |
|  |  |  | **Law of War/Detainee Operations** |  | 1hr | DL or F2F | Conducted by unit or [https://jkodirect.jten.mil](https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=J3T&course_number=A-US1329) | Required for military IAW DA-CMT03 |
|  |  |  | **Managers Internal Control Program (MICP)** | A | 8hr | Online | <https://www.lms.army.mil>  | IAW AR 11-2-Specific managers, evaluators, SRO, AUMs and ICAs are required to take the computer based multiple module refresher course. AUMs and SRO's must complete initial training within 60 days of appointment. |
|  |  |  | **Managers Internal Control Program (MICP) Awareness** | A | 1hr | Online | Slides provided by command | Required annually for military and DA civilian employees not meeting the above criteria IAW AR 11-2 and IMCOM |
|  |  |  | **NAF Orientation Course** | I | 8hr | Online | <http://www.imcomacademy.com/ima/>  | Required for new FMWR employees within 30 days of assignment to duty |
|  |  |  | **NAF Basic Management Course** | I | 120hr | Online | <http://www.imcomacademy.com/ima/> | Required for new FMWR managers and employees that have fiscal and program management responsibilities within 60 months of assignment |
|  |  |  | **NAF Team Member Orientation** | I | 4hr | F2F | See Family, Morale, Welfare and Recreation (FMWR) for schedule  | For new FMWR managers and employees within 90 days of assignment to duty station. Provides orientation to installation, NAF mission and resources |
|  |  |  | **NAF Operation Excellence Customer Service Training** | I | 4hr | F2F or Virtual Class | <http://www.imcomacademy.com/ima/>  | Required for new FMWR managers and employees within 90 days of assignment. Contact FMWR for local schedule |
|  |  |  | **NAF FMWR Delivery System** | I | 25hr | Online | <http://www.imcomacademy.com/ima/>  | Required for new FMWR managers and employees that have fiscal and program management responsibilities within 18 months of assignment |
|  |  |  | **New Employee Orientation (NEO) - Command Specific** | I/P | VAR | F2F | Conducted by unit | For new DA Civilians (military and COR approved contractors on space available basis) within 30 days of assignment to duty station. Provides orientation to command, mission and installation resources |
|  |  |  | **Operations Security (OPSEC)/Inadvertent Disclosure of Critical Information** | I/A | 1hr | Online | <https://www.lms.army.mil> Search OPSEC | Required initially then annually for military, DA civilians and contractors IAW DA-CMT16 and AR 350-1, AR 530-1.  |
|  |  |  | **Personnel Recovery and Code Of Conduct** | A | VAR | F2F or DL | Conducted by unit or [https://jkodirect.jten.mil](https://jkodirect.jten.mil/html/COI.xhtml?course_prefix=J3T&course_number=A-US1329) | Required annually for military IAW DA-CMT05. |
|  |  |  | **Personnel Readiness Training** | A | VAR | F2F | Conducted by unit | Required annually for military. Includes Combatives Program IAW AR 350-1, TC 3- 22.20 and FM 3–25.150 |
|  |  |  | **Preventative Measures Against Disease/ TBI/Hearing** | A/O | VAR | Online and F2F | <https://atn.army.mil/media/dat/TBI/tbi.aspx>  | Required annually for military IAW HQDA EXORD 165-13 20-A. |
|  |  |  | **Resiliency and Performance Enhancement Training** | A/O | 20h | F2F | See Unit Master Resiliency Instructor (MRT) and Army Community Service (ACS) for resources.  | Required for Service Members and optional for DA Civilians IAW AR 350-53 and AR 350-1. *Twelve of the 14 are required modules: Assertive Communication, Active Constructive Responding, Activating Events, Thinking Traps, Detecting Icebergs, Hunt the Good Stuff, Identifying Strengths, mental games, Put it into Perspective, Problem Solving, Real-Time Resilience, and Strength in Challenges. Additional Goal Setting and Energy Management.* |
|  |  |  | **Risk Management Basic - Civilian** | I | 1hr | Online | <https://www.lms.army.mil>*2G-F104\_DL – Risk Management Basic civilian* | This is a one-time, initial training for DA civilian and local national employees |
|  |  |  | **Risk Management Basic - Military** | I | 1hr | Online | <https://www.lms.army.mil> *2G-F97\_DL - Risk Management Basic military* | Required one-time, initially for military |
|  |  |  | **SHARP Phase I** | I/A | 3hr | F2F | Conducted by Army Community Service (ACS) | Replaces POSH; both phases required initially and annually for military, DA civilians and contractors IAW DA ALARACT 123/2011 |
|  |  |  | **SHARP Phase II** | I/A | 2hr | Online | <https://www.lms.army.mil> **OR** Refresher training at [https://atn.army.mil/dsp\_template.aspx?dpID=51#](https://atn.army.mil/dsp_template.aspx?dpID=51)  | At ALMS homepage search for "Sexual Harassment/Assault Response and Prevention Standing Strong Training” |
|  |  |  | **Sponsorship Training** | I | 1hr | Online or F2F | F2F through ACS<https://actnow.army.mil/wps/myportal/act/home/home/>  | ACT modules and ESAT through Military One Source |
|  |  |  | **Suicide Prevention-**Civilian | A | 1hr | Online | <https://jkodirect.jten.mil/> Search JS –US006C Joint Staff Suicide Awareness and Prevention  | Required annually for DA civilian employees IAW DA-CMT14 ACE. Many commands have their own training, and JKO is an alternative |
|  |  |  | **Suicide Prevention-**Military | A | 1hr | Online | <https://jkodirect.jten.mil/> Search JS –US006M Joint Staff Suicide Awareness and Prevention | Required annually for Service Members.Many commands have their own training, and JKO is an alternative |
|  |  |  | **Sustainability Management System (SMS)** | A | 1hr | Online | <https://intra.stewart.army.mil/garrison/dpw/Pages/Sustainability.aspx> or <http://stewdpwa401/smsquiz/> | Required annually for Ft Stewart and HAAF military and DA civilian employees. *Choose email-certificate when logging in.* |
|  |  |  | **Threat Awareness Reporting Program (TARP)** | A | 1.5h | F2F | Conducted by Military Intelligence | Required for military, DA civilians and contractors face-to-face annually IAW DA-CMT02. TARP training is not approved to be taken online |
|  |  |  | **Transgender Training** | I |  |  | Conducted by commander and SJA | Required for military IAW EXORD 029-17 NLT 1 JUL 17. |
|  |  |  | **Weapons Qualification** | A | VAR | F2F | Conducted by unit | Required annually for military |
|  |  |  | **Workplace Violence Prevention training -** DA Civilians | A | 1hr | Online | **Supervisors** <http://media.cpms.osd.mil/faslerd/supervisor/menu.htm> **Employees** <http://media.cpms.osd.mil/faslerd/employee/menu.htm>  | Required annually for DA civilian supervisors, and employees  |
| **BELOW TRAINING BASED ON POSITION, DUTIES AND/OR OTHER COMMAND REQUIREMENTS** |
|  |  |  | **Contractor Officer Representative (COR) Training** | 3yr | 40h | F2F or online | Provided by the MICC or online | Required every three years. DAU CLC 222 - Contracting Officers Representative (COR) Online Training **OR** DAU CLC 106 – COR with a Mission Focus *(You do not need to take this training if you have taken CLC 222);* Deploying - DAU CLC 206 - Contracting Officer's Representatives in a Contingency Environment; Refresher: MICC COR two-day Enhanced Training |
|  |  |  | **COR: Acquisition Ethics (CLM003)** | A | 2hr | Online | <http://www.dau.mil>  | Required annually for CORs |
|  |  |  | **Customer Service Training** | NA | 4hr | F2F | Coordinated by unit | Required by many commands for front door customer service employees |
|  |  |  | **DPMAP-New Beginnings** | I | 5.5 hrs | Online | <https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam?ORG=JKO&cid=79605>  | Required for DOD civilian employees and their supervisors. Courses PM101A and 101B |
|  |  |  | **Defense Travel System** | NA | 2hr | Online or F2F | <http://www.defensetravel.osd.mil>  | Training not required, but encouraged for infrequent users. |
|  |  |  | **GFEBS** | I | 40hr | Online | <https://trgdelep.gfebs-erp.army.mil/>  | Classes and time depend on position duties. |
|  |  |  | **GPC Holder: Government Purchase Card Training** | I | 3hr | F2F | Provided by the MICC | Required for new government purchase card holders and approving officials.  |
|  |  |  | **GPC Holder: Government Purchase Card Refresher (CLG004)** | A | 2hr | Online | <http://www.dau.mil>  | This is refresher training for current Government Purchase Card holders and approving officials. |
|  |  |  | **GPC Holder: Acquisition Ethics (CLM003)** | A | 2hr | Online | <http://www.dau.mil>  | This is refresher training for current Government Purchase Card holders and approving officials. |
|  |  |  | **GPC: Purchase Card Online Systems (PCOLS) (CLG005)** | A | 2hr | Online | <http://www.dau.mil>  | This is refresher training for current Government Purchase Card holders and approving officials. |
|  |  |  | **Interactive Customer Evaluation (ICE) System**  | I | 1hr | F2F | Conducted by unit | Required training for ICE Managers |
|  |  |  | **National Incident Management System** | NA | VAR | Online or F2F | <http://training.dps.mo.gov/trainingwebsite.nsf/LinksView/A6E72B5274D786E2862574F9006080A6?Opendocument> | Multiple classes required for first responders and personnel assigned Emergency Operations Center duties. |
|  |  |  | **Privacy Act and HIPAA Initial and annual Refresher Training** | I/A | 1hr | DL | <https://mhslearn.csd.disa.mil/ilearn/en/learner/mhs/portal/mhsstaff.jsp>  | Required based on duty IAW DoD 5400.11-R, DoD Privacy Program |
|  |  |  | **Safety Course for Civilian Employees and Supervisors** | I | 4hr | Online | <https://www.lms.army.mil> | Required one-time, initial training for DA Civilian supervisors and employees. |
|  |  |  | **Safety: Commanders Safety Course (O-1 – O6)**  | I/A | 2hr | Online | <https://www.lms.army.mil> | Course 2G-F94V3.1 |
|  |  |  | **Safety: Collateral Duty Safety Officer Course (CDSO) –**Military and Civilians | I/A | 4hr | Online | <https://www.lms.army.mil> | Required initially and annually for those with appointment orders |
|  |  |  | **Safety Committee Member’s Safety Course-** Civilians | I/A | 2hr | Online | <https://www.lms.army.mil> | Required initially and annually for those with appointment orders |
|  |  |  | **Composite Risk Management Course** | I/A | 1hr | Online | <https://www.atrrs.army.mil/selfdevctr/catalog/course.aspx>  | Required one-time, initial training for DA Civilian supervisors and employees. |
|  |  |  | **Telework 101 Fundamentals** | I | 1hr | Online | <https://www.telework.gov/training-resources>  | Optional class for employees and supervisors |
|  |  |  | **Workers' Compensation for Civilian Supervisors** | NA | 1hr | Online | <http://media.cpms.osd.mil/icuc/SupervisorTraining/index.html>  | Optional online course provided by the Civilian Personnel Office. *Training covers employee injuries, authorizing treatment using CA-16 form, and Continuation of Pay*. |
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| **Date:** | **Individual Total Annual Training Time:**  | **Notes:** |

**“DA Civilians” includes appropriate and non-appropriated employees which includes local nationals**

 **I = INITIAL**

**A = ANNUALLY**

**S = SEMI ANNUALLY**

**NA = NO REQUIRED TRAINING FREQUENCY**

**VAR = TIME VARIES ON COMMAND TRAINING**