



Family & MWR Mandatory Training - Fort Bragg

Family & MWR Workforce Development SharePoint Page



GS Employees & NF 03 - NF 05 Supervisors & Managers

#	Required Training	Audience	Frequency	Method	Instructions	Date Completed	
1	Update Global Address List (GAL)	All Employees	Once	Online	<p>Login to https://idco.dmdc.osd.mil/idco/ - Select "My Profile", login via CAC and click on the NAF tab. The following needs to be updated:</p> <ul style="list-style-type: none"> •Duty Organization: United States Army •Duty Sub Organization: -US Army Garrison (Under IMCOM) <ul style="list-style-type: none"> •Duty Install Location: Fort Bragg <ul style="list-style-type: none"> •Office Symbol -> •NAF Duty Address <p>Click Submit</p>	<p>Office Symbols</p> <ul style="list-style-type: none"> •(ACS) AMIM-BGW-A •(BOD) AMIM-BGW-BO •(CRD) AMIM-BGW-WR •(CYS) AMIM-BGW-WC •(NSD) AMIM-BGW-S 	
2	DoD Cyber Awareness Challenge	All Employees	Annual	Online	<p>Login to https://cs.signal.army.mil/login.asp , using your CAC (Fort Eisenhower). Take DOD Cyber Awareness Training. Once finished, sign the Mandated Army IT User Agreement (<i>Personnel Type - CIV & Organization - AMC</i>)</p>		
3	Family & MWR Orientation	All Employees	Once	Online	<p>Login to IMCOM Academy. https://www.imcomacademy.com/ima, Create an IMCOM Academy account- (Organization – Family and MWR) (City – Fort Bragg (Found in setting)) Search for "Welcome to Family & MWR Orientation V3", click Enroll to access.</p>		
4	Operation Excellence	All Employees	Once	Online	<p>Login to IMCOM Academy. https://www.imcomacademy.com/ima, search for "Operation Excellence - Customer Service Online Training", click Enroll to access.</p>		
5	Combating Trafficking Persons	All Employees	Once	Online	<p>Login to JKO using your CAC. https://www.jkodirect.jten.mil/ - Search course number "GA-US011". Click Enroll and Launch to access course.</p>		
6	Antiterrorism Awareness Training	All Employees	Annual	Online	<p>Login to JKO using your CAC. https://jkodirect.jten.mil/ Search course number "US007". Click Enroll and Launch to access course.</p>		
7	Army OPSEC Level I	All Employees	Annual	Online	<p>Login to ATIS using your CAC. https://learn.atis.army.mil - Search the course catalog for "OPSEC". Click the link to access the training.</p>		
8	Information Security (InfoSec)	All Employees	Annual	Online	<p>Login to ATIS using your CAC. https://learn.atis.army.mil - Search the course catalog for "Information Security". Click the link to access the training.</p>		
9	Employee Safety	All Employees	Once	Online	<p>Login to ATIS using your CAC. https://learn.atis.army.mil - Search the course catalog for "Employee Safety Course". Click the link to access the training.</p>		
10	Records Management	All Employees	Annual	Online	<p>Login to ATIS using your CAC. https://learn.atis.army.mil - Search the course catalog for "Records Management Training Course ". Click the link to access the training.</p>		
11	Controlled Unclassified Information	All Employees	Annual	Online	<p>Login onto https://securityawareness.usalearning.gov/cui/index.html - Click Launch Course access the training.</p>		

12	Risk Management	All Employees	Once	Online	1. Login to ATRRS https://www.atrrs.army.mil/SelfDevCtr/catalog/course.aspx using your CAC. Under Course Title search Risk Management (2G-F97_DL) Click on the hyperlinked to Register. (Clearance- 0-No Determination Made & Series- 00NF - Non-Appropriated Funds Civilians) 2. Once registered, go through ATIS https://learn.atis.army.mil to complete the training.
13	Constitution Day Awareness	All Employees	Once	PowerPoint	Constitution Day Awareness PowerPoint slides are found on the Family & MWR Workforce Development SharePoint Page
14	ADPAAS	All Employees	Once	Online	Login to Army Disaster Personnel and Assessment System (ADPAAS) at https://adpaas.army.mil , click on the "My Info" tab and update all personal info. Once done, go to "Training" and conduct the "Computer Based Training (AFM CBT)"
15	DPMAP	GS Employees	Once	Online	Login to JKO using your CAC. https://jkodirect.jten.mil/ Search "DPMAP" in the course catalog. The course title is "DoD Performance Management and Appraisal Program (DPMAP102)". Click "Enroll" to access the training
16	Civilian Foundation Course (CES)	All Employees	Once	Online	Register through CHRTAS. https://www.atrrs.army.mil/chrtas - Go into "Apply for Training", select "Foundation Course (FC)", course number 1-250-C59 (DL). Click "Apply for Training" and follow the prompts. Once enrolled, you must complete the training within 6 months.
17	EEO Anti-Harassment & No Fear (Non-Supervisors & Supervisors)	All Employees	Annual	Classroom	Offered quarterly at Pope Field Training Annex. Training dates can be found on found on the Family & MWR Workforce Development SharePoint Page.
18	1. Army Substance Abuse Program Training (ASAP) and Suicide Prevention & EAP 2. Sexual Harassment/Assault Response Prevention (SHARP) Program 3. Threat Awareness and Reporting Program (TARP) 4. Initial Ethics Orientation 5. Suicide Prevention (ACE) Training	All Employees	Annual	Classroom	Offered first Tuesday of each month at Pope Field Training Annex. Training dates can be found on found on the Family & MWR Workforce Development SharePoint Page.
Supervisors & Managers					
1	MWR Basic Manager Course	Supervisors	Once	Online	Login to IMCOM Academy. https://www.imcomacademy.com/ima , search for "Family and MWR Basic Manager Course", click Enroll to access.
2	Supervisor Development Course	Supervisors	Every 3 Years	Online	1. Login to ATRRS https://www.atrrs.army.mil/CHRTAS/Dashboard/Dashboard/Index using your CAC. Under Apply For Training Click "Supervisor 101 / Development Course" on the hyperlinked to Register.
3	Security Training - Annual Awareness	<i>Supervisors who manage someone with a clearance</i>	Annual	Online	Login to ATIS using your CAC. https://learn.atis.army.mil - Search the course catalog for "Security Training - Annual Awareness". Click the link to access the training.