



# Family & MWR Mandatory Training - Fort Liberty



## Child Youth Services - Child & Youth Program Assistant (CYPA)

#	Required Training	Audience	Frequency	Method	Instructions	Date Completed
1	Update Global Address List (GAL)	All Employees	Once	Online	<p>Login to <a href="https://idco.dmdc.osd.mil/idco/">https://idco.dmdc.osd.mil/idco/</a> - 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"> <li>•Duty Organization: United States Army</li> <li>•Duty Sub Organization: -US Army Garrison (Under IMCOM)</li> <li>•Duty Install Location: Fort Liberty</li> <li>•Office Symbol -&gt;</li> <li>•NAF Duty Address</li> <li>Click Submit</li> </ul> <p><b>Office Symbols</b></p> <ul style="list-style-type: none"> <li>•(ACS) AMIM-LIW-A</li> <li>•(BOD) AMIM-LIW-BO</li> <li>•(CRD) AMIM-LIW-WR</li> <li>•(CYS) AMIM-LIW-WC</li> <li>•(NSD) AMIM-LIW-S</li> </ul>	
2	Family & MWR Orientation	All Employees	Once	Online	Login to IMCOM Academy. <a href="https://academy.armymwr.com/">https://academy.armymwr.com/</a> , Create an IMCOM Academy account- (Organization – Family and MWR) (City – Fort Liberty (Found in setting)) Search for "Welcome to Family & MWR Orientation V3", click Enroll to access.	
3	Operation Excellence	All Employees	Once	Online	Login to IMCOM Academy. <a href="https://academy.armymwr.com/">https://academy.armymwr.com/</a> , search for "Operation Excellence - Customer Service Online Training", click Enroll to access.	
6	DoD Cyber Awareness Challenge	All Employees	Annual	Online	Login to <a href="https://cs.signal.army.mil/login.asp">https://cs.signal.army.mil/login.asp</a> , using your CAC (Fort Eisenhower). Take DOD Cyber Awareness Training. Once finished, sign the Mandated Army IT User Agreement ( <i>Personnel Type - CIV &amp; Organization - AMC</i> )	
4	Combating Trafficking in Persons (CTIP)	All Employees	Once	Online	Login to JKO using your CAC. <a href="https://www.jkodirect.jten.mil/">https://www.jkodirect.jten.mil/</a> - Search course number "GA-US011". Click Enroll and Launch to access course.	
5	Level 1 Antiterrorism Awareness Training	All Employees	Once	Online	Login to JKO using your CAC. <a href="https://jkodirect.jten.mil/">https://jkodirect.jten.mil/</a> Search course number "US007". Click Enroll and Launch to access course.	
8	Army OPSEC Level I (Newcomers and Refresher) - Initial	All Employees	Once	Online	Login to ATIS using your CAC. <a href="https://learn.atis.army.mil">https://learn.atis.army.mil</a> - Search the course catalog for "OPSEC". Click the link to access the training.	
9	Information Security Program Training (InfoSec)	All Employees	Once	Online	Login to ATIS using your CAC. <a href="https://learn.atis.army.mil">https://learn.atis.army.mil</a> - Search the course catalog for "Information Security". Click the link to access the training.	
10	Employee Safety	All Employees	Once	Online	Login to ATIS using your CAC. <a href="https://learn.atis.army.mil">https://learn.atis.army.mil</a> - Search the course catalog for "Employee Safety Course". Click the link to access the training.	
13	Army Disaster Personnel Accountability and Assessment System (ADPAAS)	All Employees	Once	Online	Login to Army Disaster Personnel and Assessment System (ADPAAS) at <a href="https://adpaas.army.mil">https://adpaas.army.mil</a> , click on the "My Info" tab and update all personal info. Once done, go to "Training" and conduct the "Computer Based Training (AFM CBT)"	
18	Constitution Day Awareness	All Employees	Once	PowerPoint	Constitution Day Awareness PowerPoint slides are found on the Family & MWR Workforce Development SharePoint Page	
15	AMSC Civilian Foundation Course (CES)	All Employees	Once	Online	Register through CHRTAS. <a href="https://www.atrrs.army.mil/chrtas">https://www.atrrs.army.mil/chrtas</a> - 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.	

16	EEO Anti-Harassment & No Fear (Non-Supervisors & Supervisors)	All Employees	Annual	Classroom	Offered quarterly at Pope Field Training Annex	
17	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	