



Fort Bragg Family & MWR Mandatory Training

DFMWR Training and Workforce
Development SharePoint Site

GS, NF04 Non-Supervisory, and NF03 - NF05 Supervisors & Managers

#	Required Training	Audience	Frequency	Method	Instructions		Date Completed
1	Update Global Address List (GAL)	All Employees	Once	Online	Insert your CAC card Login to: https://idco.dmdc.osd.mil/idco/ Select "My Profile", and click on the NAF tab. The following needs to be updated: Duty Organization: United States Army Duty Sub Organization: -US Army Garrison (Under IMCOM) Duty Install Location: Fort Bragg Office Symbol (look right for your Division's Office Symbol) NAF Duty Address (this is your work address) Click Submit	Office Symbols For ACS: AMIM-BGW-A For BOD: AMIM-BGW-BO For CRD: AMIM-BGW-WR For CYS: AMIM-BGW-WC For NSD: AMIM-BGW-S	
2	Welcome to Family and MWR Orientation	All Employees	Once Within 30 days of hire	Online	Login to MWR Academy. https://academy.armymwr.com/ Create an MWR Academy account if you don't have one (DO NOT CREATE A NEW ONE) Instructions on how to set up your MWR Academy account Search for "Welcome to Family and MWR Orientation v3" Click Enroll to access.		
3	Operation Excellence (OPEX) - Customer Service Online Training (Initial)	All Employees	Once Within 30-90 days of hire	Online	Login to MWR Academy. https://academy.armymwr.com/ Search for "Operation Excellence - Customer Service Online Training v3" Click Enroll to access.		
4	Payment Card Industry (PCI)	All Employees	Once	Online	Login to MWR Academy. https://academy.armymwr.com/ Search "Payment Card Industry (PCI) Data Security Standards" Click Enroll to access.		
5	Cyber Awareness Challenge	All Employees	Annual	Online	Login to ATIS Learning using your CAC. https://learn.atis.army.mil Search the course catalog for Cyber Awareness Challenge. Personnel Type - CIV Organization - AMC		
6	IT User Agreement	All Employees	Annual	Online	Login to Army ICAM with your CAC (chose PKI login). https://iga.army.mil/identityiq/ITUserAgreement.jsp You will be guided through several pages. Sign at the end. There is no certificate for this.		
7	Combating Trafficking In Persons	All Employees	Once	Online	Login to JKO using your CAC. https://www.jkodirect.jten.mil/ Search Course Number "GA-US011". Click Enroll and Launch to access course.		

8	Level I Antiterrorism Awareness Training	All Employees	Annual	Online	Login to JKO using your CAC. https://jkodirect.jten.mil/ Search Course Number "US007" and choose "Level I Antiterrorism Awareness Training" Click Enroll and Launch to access course.	
9	Army OPSEC Level I	All Employees	Annual	Online	Login to ATIS using your CAC. https://learn.atis.army.mil Search the course catalog for "OPSEC" Click the link to access the training.	
10	Information Security Program Training	All Employees	Annual	Online	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.	
11	Employee Safety Course	All Employees	Once	Online	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.	
12	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)" ⚠ Please note, there is no certificate for this training.	
13	Records Management Training Course	All Employees	Annual	Online	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.	
14	Counterintelligence Awareness and Reporting (TARP)	All Employees	Annual	Online	Login onto https://securityawareness.dcsa.mil/cidod/index.html Click Launch Course to access the training.	
15	Risk Management Basic Course	All Employees	Once	Online	Login to ATIS using your CAC. https://learn.atis.army.mil Search the Catalog for "Risk Management Basic" and click on "Register on ATTRS" to register for "RISK MANAGEMENT BASIC COURSE (2G-F97-DL_)" Once registered, log back in to ATIS to access the training. (Clearance- 0-No Determination Made & Series- 00NF - Non-Appropriated Funds Civilians)	
16	Controlled Unclassified Information (CUI)	All Employees	Every 2 Years	Online	Login onto https://securityawareness.dcsa.mil/cui/index.html Click Launch Course to access the training.	
17	Constitution Day Awareness	All Employees	Once	Online (.PDF)	Constitution Day Awareness .PDF slides are found on the Employee Portal. https://bragg.armymwr.com/programs/employee-portal/training-and-workforce-development Certificate is at the end of the slides.	
18	Command Supply Discipline Program (CSDP)	All Employees	Once	Online (.PDF)	Command Supply Discipline Program (CSDP) .PDF slides are found on the Employee Portal. https://bragg.armymwr.com/programs/employee-portal/training-and-workforce-development Certificate is at the end of the slides.	

19	Foundation Course (CES)	All Employees	Once	Online	Register through CHRTAS. https://www.atrrs.army.mil/chrtas Click on "Apply for Training", select "Foundation Course", Course Number 1-250-C59 (DL) Click "Apply for Training" and follow the prompts. Once enrolled, you must complete the training within 6 months.	
20	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.	
21	Mandatory Civilian Training (MCT) 1. Army Substance Abuse Program Training (ASAP) & Employee Assistance Program (EAP) 2. Sexual Harassment/Assault Response & Prevention (SHARP) 3. Suicide Prevention (ACE) Training 4. Initial Ethics (Newcomers only) 5. Initial EEO (Newcomers only)	All Employees	Within 90 days of hire and then annual thereafter	In-person	Offered first Tuesday of each month at Pope Field Training Annex. Time: 8:30 am for Newcomers 9 am for all other employees Training dates and agenda can be found by visiting the DFMWR Training and Workforce Development SharePoint Site (click on button below). DFMWR Training and Workforce Development SharePoint Site	
22	EEO Anti-Harassment and No Fear Act Training (Non-Supervisors & Supervisors)	All Employees	Annual	In-person	Offered quarterly at Pope Field Training Annex. Training dates and times can be found by visiting the DFMWR Training and Workforce Development SharePoint Site (click on button below). DFMWR Training and Workforce Development SharePoint Site	
23	Team Member Orientation (TMO)	All Employees	Once Within 30-90 days of hire	In-person	Offered the first Thursday of every month at Throckmorton Library. Supervisors and Managers can expect any new employees that in-process during a specific month to attend TMO the following month. For example, if a new employee in-processes in March at the DFMWR Training Annex, they will attend TMO in April. Roster will be sent out to Supervisors and Managers prior to each TMO date. ⚠ Prerequisite: Welcome to Family and MWR Orientation v3 at MWR Academy https://academy.armymwr.com/	
24	OPEX Customer Service for Non-Supervisory Employees (Refresher)	Non-Supervisory Employees	Due the FY after you take OPEX (Initial) and then annual thereafter	Online or In-person	Online: Login to Udemy using your CAC. https://armyciv.udemy.com/ Seach "Customer Service" Select and complete a course with a duration of 1+ hours. <u>Cannot be less than 1 hour.</u> In-person: Contact DFMWR Training Instructor for details.	

Supervisors & Managers

1	Family and MWR Basic Management Course	Supervisors	Once Within 6 months of hire	Online	Login to MWR Academy. https://academy.armymwr.com/ Search for "Family and MWR Basic Management Course " Click Enroll to access.	
2	Supervisor Development Course	Supervisors	Every 3 Years	Online	Login to CHRTAS https://www.atrrs.army.mil/chrtas using your CAC. Under Apply For Training > Click "Apply" for "Supervisor 101 / Supervisor Development Course (SDC) Initial course is 1-250-C53 (DL) and Refresher is course number 1-250-C69 (DL).	
3	Security Training-Annual Awareness	Supervisors who manage someone with a clearance	Annual	Online	Login to ATIS using your CAC. https://learn.atis.army.mil Search the Catalog for "Security Training-Annual Awareness Managing Personnel with Clearances/Access to Classified Information Course". Click the Register button to access the training.	
4	RMIC Program Role Based Training	Supervisors	Every 2 Years	Online	Login to ATIS using your CAC. https://learn.atis.army.mil Search the Catalog for "RMIC Program Role Based Training". Click the Register button to access the training.	
5	OPM Performance Management Training for Federal Supervisors	Supervisors	Once Within 1 year of hire	Online	Login to ATIS using your CAC. https://learn.atis.army.mil Search the Catalog for "OPM Performance" and click on "Register on ATTRS" to register for "OPM PERFORMANCE MGMT TRNG FOR FED SUPVS (OPM-005_) " Log back into ATIS to access and complete the training.	
6	Manager's Workshop	Supervisors	Annual	In-person (preferred method) or Virtual	The Manager's Workshop is delivered by the MWR Academy Service Culture Instructor for the Garrison, Ann Bauer. Offerings are vetted by HQ DFMWR Leadership.	