Family & MWR Mandatory Training - Fort Liberty

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	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: •Duty Organization: United States Army •Duty Sub Organization: -US Army Garrison (Under IMCOM) •Duty Install Location: Fort Liberty •Office Symbol -> •NAF Duty Address Click Submit	**Office Symbols** •(ACS) AMIM-LIW-A •(BOD) AMIM-LIW-BO •(CRD) AMIM-LIW-WR •(CYS) AMIM-LIW-WC •(NSD) AMIM-LIW-S	
2	DoD Cyber Awareness Challenge	All Employees	Annual	Online	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 *(Personnel Type - CIV & Organization - AMC)*		
3	Family & MWR Orientation	All Employees	Once	Online	Login to IMCOM Academy. https://academy.armymwr.com/, 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.		
4	Operation Excellence	All Employees	Once	Online	Login to IMCOM Academy. https://academy.armymwr.com/, search for "Operation Excellence - Customer Service Online Training", click Enroll to access.		
5	Combating Trafficking in Persons (CTIP)	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.		
6	Level 1 Antiterrorism Awareness Training	All Employees	Annual	Online	Login to JKO using your CAC. https://jkodirect.jten.mil/ Search course number "US007". Click Enroll and Launch to access course.		
7	Army OPSEC Level I (Newcomers and Refresher) - Initial	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.		
8	Information Security Program Training (InfoSec)	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.		
9	Safety Course: Rights and Responsibilities	All Employees	Once	Online	Login to ATIS using your CAC. https://learn.atis.army.mil - Search the course catalog for "Emloyee Safety Course". Click the link to access the training.		
10	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.		
11	Controlled Unclassified Information (CUI)	All Employees	Annual	Online	Login onto https://securityawareness.usalearning.gov/cui/index.html - Click Launch Course access the training.		

12	**Risk Management Civilian Basic Course**	**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	**Army Disaster Personnel Accountability and Assessment System (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	**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.**	
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. Training dates can be found on found on the Family & MWR Workforce Development SharePoint Page.**	
18	**AMSC 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.**	
	Supervisors & Managers					
1	**Family and 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 (SDC)**	**Supervisors**	**Every 3 Years**	**Online**	**1. Login to ATRRS https://www.atrrs.army.mil/CHRTAS/Dashboard/Dashboard/Index using your CAC. Under Apply For Trainging Click "Supervisor 101 / Development Course"on the hyperlinked to Register.**	
3	**Security Training - Annual Awareness: Managing Personnel with Clearances/Access to Classified Information**	*Supervisors who manage someone with a clearance*	**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.**	