

Mandatory Civilian Training Requirements
Fort Leonard Wood (FLW), MO
3 Jan, 2012

ALCOHOL AND DRUG PREVENTION (ADP) TRAINING: IAW AR 600-85. Civilian Personnel will be provided prevention education services 2 hours annually. **POC: 6-0938)**

ANTI-TERRORISM AWARENESS: IAW AR 525-13. This is an annual requirement. Training is on-line at the following website: <https://atlevel1.dtic.mil/at/>

ARMY NETWORK SECURITY FOCUS TRAINING: References are at the website below. This is an initial one time requirement within 60 days of appointment.

A. Portable Electronic Devices / Removable Storage Media: B. Phishing : C. Social Networking D. PII:
<http://iase.disa.mil/eta/>

COMPOSITE RISK MANAGEMENT CIVILIAN BASIC COURSE (CRM): All civilian employees must take within 60 days of hire. Go to <https://www.atrrs.army.mil> Click on "Self Development/Distance Learning" in the ATRRS Channels Directory. Put course number in search blocks (2G-F104_DL). Click "Search", Register" Registration may take up to 24 hours. Go to the ALMS (website below) and log on using your AKO username and password. Then go to your current enrollments to complete your training. <https://www.lms.army.mil/> (this is a one-time requirement) **FLW POC: (6-1275)**

COMBATING TRAFFICKING IN PERSON PROGRAM (CTIP): DoD Instruction, Number 2200.01, Feb 16, 07 and Army's CTIP Program requires annual mandatory awareness training for all civilian personnel. CTIP awareness training is posted on the Reimer distant learning library and can be accessed through AKO or can be accessed at www.combat-trafficking.army.mil. **POC: (3-5606)**

COMPUTER SECURITY AWARENESS: Training is IAW Computer Security Act of 1987, Initial training for new employees within 60 days of their appointment. Refresher training shall be given annually or as frequently as determined necessary by the agency, based on the sensitivity of the information that the employee uses or processes. Training is online: <https://ia.gordon.army.mil/iss/default.htm>

CONSTITUTION DAY: Public Law 108-447. This is an annual requirement. Training is on-line; must be taken after 1 Sep each year when the new training is published; <http://constitutionday.cpms.osd.mil/>

CO2: Fort Leonard Wood Command Policy #9, dated 15 September, 2009 Consideration of Others (CO2) Program, requires that all Army and civilian personnel at a minimum will receive two quarters per year of interactive, small group, and discussion-based CO2 Training. **POC: (6-0602)**

EQUAL EMPLOYMENT OPPORTUNITY (EEO): IAW AR 690-12. Training is required for new hires and EEO training for new supervisors will be included in the Basic Supervisory Development Course. Refresher training will be required whenever there is a substantial change in EEO policy. **POC: (6-0602)**

ETHICS: IAW 5CFR 2638. Face to face, ethics orientation training is required for all new DoD employees within 90 days of hire. DA Memo 09 April 2004 requires face to face annual Training for employees who are required to file the SF278 (financial Disclosure Report) or contracting officers by General Counsel. **POC: SJA (6-0626)**

NO FEAR: All New employees must take this online training within 90 calendar days of appointment. All others must take the course every 2 years as set forth by 5 CF 724.203(d). Training is available on ATRRS. Click on Self Development in the ATRRS Channels Directory put course title in the search blocks and click search, then click register, you will have to submit a course application and enrollment may take up to 24 hours. <https://www.atrrs.army.mil> POC: (6-0602)

OPSEC (OPERATIONS SECURITY): IAW AR 530-1, Chapter 4, all Army personnel must receive an annual OPSEC awareness brief from the organization's OPSEC Officer. POC: (3-5606)

SEXUAL HARASSMENT/ ASSAULT RESPONSE & PREVENTION PROGRAM (SHARP):
IAW AR 600-20, Chapter 7 and Command Policy 14.2. New employees are required to receive SHARP training within 90 days of appointment. The initial course will be augmented on an annual basis with one hour of refresher training. Employees appointed to supervisory positions are required to attend supervisory SHARP. First log into AKO www.us.army.mil. Go to Self Service and select "My Training, click on the ALMS logo, Click Catalog Search, Type "Sexual Harassment/Assault Response Prevention Training Course into the title entry field and then click on "Search Training Catalog". You will now see the course listed below in the "Learning Offerings and Course Iterations". Click on "Register". POC: (6-0602)

SAFETY: FLW Policy #13-01, Safety and FLW Reg 385-6 requires that civilians receive one hour of safety training per quarter and 8 hours during Safety Days. POC: (6-1275)

THREAT AWARENESS REPORTING PROGRAM (TARP) IAW AR 381-12.
All DA personnel will receive TARP training at least annually. Qualified Counterintelligence (CI) personnel, to the maximum extent feasible, will conduct the training in a classroom setting.
FLW POC: (6-0598)

SUICIDE PREVENTION: IAW AR 600-63 para 4-4f, All Army civilians will receive annual suicide awareness and prevention training. POC: 6-0938)

NEW ORIENTATION BRIEF: Training is IAW 5 CFR 410; U.S. Code Title 5, Chapter 41.
Newly hired, first time Federal employees.

Transfers/Reinstatements from Federal employment other than Army.

Rehired or reinstated former employees and transferees from other Army activities.

New Employee Orientation is given in three phases:

- In processing activity/exchange of information during initial induction of new employees.
- Orientation to job site and introduction to the work (Supervisor).
- Formal, organized presentation of Army's employment policies (CPAC).

Additionally:

HIV/ AIDS IN THE WORKPLACE: IAW AR 600-110.

This course is designed for all employees to dispel myths and provide current information about HIV/AIDS, with emphasis on appropriate actions and behaviors when encountering HIV/AIDS in the workplace.

SWCPOC (Regional Office) states that this only applies to Health Care employees.

CIVILIAN EDUCATION SYSTEM

CES provides the Army Civilian Corps self-development and institutional training (leader development) opportunities to develop leadership attributes through distance learning (DL) and resident training. CES includes the Action Officer Development Course (AODC), Supervisory Development Course (SDC), Management Development Course (MDC), Foundation Course (FC), Basic Course (BC), Intermediate Course (IC), Advanced Course (AC) and Senior Service College (SSC). Courses may be added as additional educational requirements are identified. For more information about CES: <http://www.amsc.belvoir.army.mil/academic/ces/>

Army employees who have completed similar or advanced training through the legacy civilian leader development core curriculum courses will receive credit for equivalent training. In recent years retired or prior military personnel have become members of the Army Civilian Corps. To facilitate ease in identifying equivalencies, Army military training equivalencies are provided. To apply for equivalent credit, go to the CHRTAS website <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1> and in the left margin click on CES Course credit.

Action Officer Development Course (AODC). An action officer is a staff member with subject matter expertise who "works actions" on behalf of senior staff officers or commanders. The AODC covers organization and management; conducting completed staff work; managing time and priorities; conducting meetings and interviews; solving problems and making decisions. AODC is a required course for interns and completion is required before they complete the intern program. AODC is available to all Army employees as a self-development tool

Supervisory Development Course (SDC). SDC provides supervisors or managers with civilian personnel administration skills such as work management and basic supervision. SDC is a required course for employees in supervisory and managerial positions. They must complete the SDC within one year of placement in a supervisory or managerial position. SDC is available to all Army employees as a self-development tool.

Manager Development Course (MDC). MDC assists supervisors and managers with basic skills for managing work and leading people. MDC is available as a self-development tool for all Army employees and is recommended for all civilians in supervisory or managerial positions before attending CES courses.

The Foundation, Basic, Intermediate and Advanced Courses provide leader development for Army civilian employees through DL modules and resident instruction. The Foundation Course is available in DL only. All DL phases (FC, BC, IC, and AC) are available to Army employees for individual self-development. The Basic, Intermediate and Advanced Course are a combination of a DL phase and a resident phase. Completion of both phases is required to receive credit for a course. The DL phase must be completed prior to applying for and attending the resident phase of a course. Those unable to successfully complete the DL phase will not be eligible for the resident phase.

Foundation Course (FC) FC is designed for employees to gain an understanding of the structure of the U.S. Army, the Army's leadership doctrine, and the personnel system for Department of Army civilians. The (FC) is required for all interns, team leaders, supervisors and managers hired after 30 September 2006. For purposes of establishing training priorities, Interns are required to complete the FC before completion of the intern program. There is also a TRADOC policy stating that all TRADOC employees complete the Foundation Course within 6 months of their appointment date. Employees employed before 30 September 2006 will receive credit for and are exempt from taking the Foundation Course. However, FC is available to them as a self-development tool

Basic Course (BC) BC is designed for civilian leaders who exercise direct leadership to effectively lead and care for teams. Training focuses on basic education in leadership and counseling fundamentals, interpersonal skills and self-awareness. Employees in supervisory and managerial positions must complete the DL and resident phase of the Basic Course within one year of placement in a supervisory or managerial position

Intermediate Course (IC) IC is designed for civilians in supervisory or managerial positions. This target population is by necessity more adaptive, innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources. Employees in a permanent appointment to a supervisory or managerial position must complete the DL and resident phases of IC within two years after placement in a supervisory or managerial position

Advanced Course (AC) AC is designed for civilian leaders who exercise predominately indirect supervision and who are adaptive, innovative, self-aware, and capable of effectively leading a complex organization, guiding programs, and managing associated resources. Employees in supervisory or managerial positions must complete the DL and resident phase within two years after placement in a supervisory or managerial position.

Senior Service College (SSC) SSC is at the apex of the civilian education system and prepares civilians for positions of greatest responsibility in the Department of Defense. SSC provides advanced level educational opportunities for those who have completed CES training through the Advanced Course or equivalent training. Leaders who attend must have an understanding of complex policy and operational challenges and increased knowledge of the national security mission. Attendance is a competitive process and HQDA makes the selections. Like the Officer Corps, civilians graduating from SSC are centrally placed in a position of greater responsibility in another assignment or organization where they can apply the advanced education they have received.

If you have any additional questions pertaining to CES or any other mandatory training requirement, please contact Dave Faulkner at (573) 596-0282 or email david.faulkner1@us.army.mil