

**Army, IMCOM and Ft. Stewart/Hunter Army Airfield
Mandatory and Other Civilian Training**

EMPLOYEE NAME:	SIGNATURE:
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1st Quarter

EEO, Anti-Harassment, No FEAR Act - training online at <https://www.lms.army.mil/>. Required initially, and then annually for DA Civilians and Service Members who supervise Civilian Employees. (Course EEO 203A - for non-supervisors; EEO 203B - for supervisors of civilians).

Certificate (Y/N/NA):	Date Completed:
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SHARP – Replaces POSH; both phases required initially and annually for civilian employees and contractors:
- Phase I: Face-to-face from ACS

Certificate (Y/N/NA):	Date Completed:
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- Phase II: Online at <https://www.lms.army.mil> (go to ALMS homepage and search for SHARP; the course "Sexual Harassment/Assault Response and Prevention Standing Strong Training").

Certificate (Y/N/NA):	Date Completed:
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Workplace Violence Prevention training - IMCOM directed (OPORD 12-296) annual training available at Supervisors - <http://media.cpms.osd.mil/faslerd/supervisor/menu.htm>

Certificate (Y/N/NA):	Date Completed:
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Employees - <http://media.cpms.osd.mil/faslerd/employee/menu.htm>

Certificate (Y/N/NA):	Date Completed:
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2nd Quarter

Anti-Terrorism Level I Awareness Training - available on line at <http://jko.jten.mil/courses/at11/launch.html>. This is an initial and annual requirement for civilian employees and contractors.

Certificate (Y/N/NA):	Date Completed:
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Combating Trafficking in Persons (CTIP) Training - <http://www.combat-trafficking.army.mil>. This is an annual requirement for civilian employees and contractors.

Certificate (Y/N/NA):	Date Completed:
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Sustainability Management System (SMS) - Required annually for Ft Stewart and HAAF civilian employees. **Choose email-certificate when logging in.** Training is available at: <https://intra.stewart.army.mil/garrison/dpw/Pages/Sustainability.aspx> or <http://stewdpwa401/smsquiz/>.

Certificate (Y/N/NA):	Date Completed:
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3rd Quarter

Ethics – New hires trained through SJA, and annually online for OGE Form 450 filers <https://www2.oge.gov/Web/oge.nsf/Resources/OGE+Form+450+FAQs>. Also see last page of this document for OGE guidance, and the following websites http://www.dod.mil/dodgc/defense_ethics/ or <http://www.dtic.mil/whs/directives/corres/pdf/550007r.pdf>.

Ethics Training link for OGE 450 Filers:
[https://www.jagcnet2.army.mil/smLogin.fcc?TYPE=33554433&REALMOID=06-51214530-89ba-1006-8f1a-333a0560000&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=\\$SM\\$I4QAO91Ts6iHKFZgclnDV7TrzvQzrmlOIWVZ1GgwsfPXwxvclyBlql8EyyZkPJSVWiYdFbQm9Sqav2UQFa7aA%3d%3d&TARGET=\\$SM\\$https%3a%2f%2fwww%2ejagcnet2%2earmy%2emil%2fEthicsTraining](https://www.jagcnet2.army.mil/smLogin.fcc?TYPE=33554433&REALMOID=06-51214530-89ba-1006-8f1a-333a0560000&GUID=&SMAUTHREASON=0&METHOD=GET&SMAGENTNAME=SMI4QAO91Ts6iHKFZgclnDV7TrzvQzrmlOIWVZ1GgwsfPXwxvclyBlql8EyyZkPJSVWiYdFbQm9Sqav2UQFa7aA%3d%3d&TARGET=SMhttps%3a%2f%2fwww%2ejagcnet2%2earmy%2emil%2fEthicsTraining)

Certificate (Y/N/NA):	Date Completed:
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Operations Security (OPSEC)/Inadvertent Disclosure of Critical Information - Training is available at <https://intra.stewart.army.mil/pages/home.aspx> or at <https://www.iad.gov/ioss>. Required initially then annually for civilians and contractors.

Certificate (Y/N/NA):	Date Completed:
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Information Security Program Training - available at <https://www.lms.army.mil>. To access training, log into AKO, click on "Self Service" TAB, scroll down to "My Training", click on "ALMS" logo. This is an initial and annual requirement for Service Members, civilian employees and contractors. This new training replaces Initial Security Orientation and the Annual Security Refresher Training.

Certificate (Y/N/NA):	Date Completed:
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Threat Awareness Reporting Program (TARP) - presented face-to-face annually by the 902nd Military intelligence unit. The Security Division Information office will schedule briefings each year for Fort Stewart and HAAF Garrison personnel. TARP training is not approved to be taken on-line.

Certificate (Y/N/NA):	Date Completed:
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4th Quarter

Army Substance Abuse Training – Required annually; employees can complete two hours of Alcohol/Drug Prevention Training in a classroom environment or online at <http://www.acsap.army.mil/sso/pages/index.jsp> or <https://intra.stewart.army.mil/garrison/asap/Pages/DrugandAlcoholTraining.aspx> (Remember to choose the email-certificate when logging in).

Certificate (Y/N/NA):	Date Completed:
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Constitution Day - Training is available on line at <http://constitutionday.cpms.osd.mil>. Required annually.

Certificate (Y/N/NA):	Date Completed:
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Cyber Awareness (formally known as Information Assurance) - Training is available on-line at <https://ia.signal.army.mil/dodiaa/default.asp>. This is an annual requirement for civilians and contractors; **new employees must complete this course prior to being granted Enterprise email/CAC access.**

Certificate (Y/N/NA):	Date Completed:
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Suicide Prevention – Required annually for Civilian employees: <http://www.armyg1.army.mil/hr/suicide/training.asp> or <https://intra.stewart.army.mil/garrison/asap/Pages/DrugandAlcoholTraining.aspx>. Choose the email-certificate when logging in) or you can complete 1 hour of Suicide Prevention Awareness Training face-to-face in the classroom.

Certificate (Y/N/NA):	Date Completed:
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SUPERVISOR NAME:	SIGNATURE:	DATE:
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OTHER TRAINING

Accident Avoidance Training – Required every 4 years for civilians and contractors who drive Government vehicles. Online training available at <https://www.lms.army.mil>, search for accident avoidance.

Certificate (Y/N/NA):	Date Completed:
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Civilian Education System (CES) - New Army civilian employees are required to complete the [Foundation Course](#) within six months of their hire date, and prior to applying for the below courses. Employees are also eligible to attend the CES course targeted at their grade level: GS-01 through GS-09 employees are eligible to attend the CES [Basic Course](#); GS-10 through GS-12 employees are eligible to attend the CES [Intermediate Course](#); and GS-13 through GS-15 employees are eligible to attend the CES [Advanced Course](#). More information on other CES courses, as well as instructions on how to enroll, can be found on the Civilian Training and Leader Development website at <http://usacac.army.mil/organizations/cace/amsc#>.

Last Course Completed:	Date Completed:
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Collateral Duty Safety Officer Course (CDSO) – Required annually for those with appointment orders: <https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx> Scroll to ALMS Army Learning Management System section and click “Launch ALMS”. Search catalog for “The Collateral Duty Safety Officer Course” (CDSO). Click “Register” once course is found, then the “Next” button; on following screen, click “Launch content”.

Certificate (Y/N/NA):	Date Completed:
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Government Purchase Card Refresher (CLG004), Acquisition Ethics (CLM003), and Purchase Card Online Systems (PCOLS) (CLG005) - Training is available on line at <http://www.dau.mil/>. This is refresher training for current Government Purchase Card holders and approving officials. New purchase card holders and approving officials need to attend face-to-face training; Billing Officials require additional courses.

Certificate (Y/N/NA):	Date Completed:
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GSA Cardholder Travel Card Program: Training is available at <https://defensetravel.dod.mil/Passort> or <https://smartpay.gsa.gov/> on the right hand side of the screen, look for “Looking for Training” then click the link for “Online Training for Cardholders”. From the GSA SmartPay Training site, click on Register Here if you have not registered. Once registration is complete, click on GSA SmartPay® Travel Card Training for Cardholders. Initially required for incoming personnel, new travel card applicants, and those who are required to reapply for a Government travel card due to non-use. Training is required every three years for all travel card holders and authorizing officials.

Certificate (Y/N/NA):	Date Completed:
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New Employee Orientation (NEO) – All new Fort Stewart/Hunter AAF civilian employees must attend NEO NLT 90 days from hire date. Contact WFD at usarmy.stewart.usag.list.dhr-workforce@mail.mil for dates.

Certificate (Y/N/NA):	Date Completed:
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Resiliency and Performance Enhancement – Not mandatory, but training opportunities authorized IAW AR 350-1. Training opportunities include CFS2 Resiliency Training, Army Wellness Clinic, Civilian Fitness Program, and other related classes available to the workforce.

Certificate (Y/N/NA):	Date Completed:
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Risk Management Civilian Basic - This is a one-time, initial training for all civilian employees, and is available on line at <https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx>. Scroll to ATTRS and click “Launch ATTRS” to register for course 2G-F104_DL – Risk Management Civilian Basic. Click “Register” once course is found, and then the “Register” button. On following screen, fill out the Training application and submit.

Certificate (Y/N/NA):	Date Completed:
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Safety Committee Member’s Safety Course - Required annually for those with appointment orders at <https://safety.army.mil/TRAININGCOURSES/OnlineTraining.aspx> Scroll to ALMS Army Learning Management System section and click “Launch ALMS”. Search catalog for “The Safety Committee Member’s Safety Course”. Click “Register” once course is found, then the “Next” button. On following screen, click “Launch content” to start the training.

Certificate (Y/N/NA):	Date Completed:
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Safety Course for Employees and Supervisors – This is a one-time, initial training available at <https://safety.army.mil/training/DISTANCELEARNINGONLINETRAINING/tabid/1210/Default.aspx>. Scroll to ALMS Army Learning Management System section and click “Launch ALMS”. Search catalog for “The Employee’s Safety Course” or “The Supervisor’s Safety Course”, depending on your position. Click “Register” once course is found, then the “Next” button. On following screen, click “Launch content” to start the training.

Certificate (Y/N/NA):	Date Completed:
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Supervisor Development Course (SDC) - online <https://www.atrrs.army.mil/channels/CHARTAS/>. Required for all supervisors within one year of appointment and every three years thereafter as a refresher.

Certificate (Y/N/NA):	Date Completed:
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Workers' Compensation for Supervisors – non-mandatory online course provided by the Civilian Personnel Management Service. The training covers topics such as actions to be taken when an employee is injured, authorizing treatment using CA-16 form, and Continuation of Pay. The training is available at <http://media.cpms.osd.mil/icuc/SupervisorTraining/index.html>.

Certificate (Y/N/NA):	Date Completed:
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