



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM
10000 10TH MOUNTAIN DIVISION DRIVE
FORT DRUM, NEW YORK 13602-5000

MAR 14 2008

IMNE-DRM-ZB

MEMORANDUM FOR Installation Training Coordinators

SUBJECT: Mandatory Training for Civilian Workforce

1. To establish a uniform schedule for completion of mandatory training requirements for the civilian workforce, effective 1 April 2008, the following schedule has been established.

a. For the months of January/March/May/July/September/November the following will be taught at the Multi-Purpose Auditorium (MPA) on **the 2nd Wednesday of the month from 0800-1200:**

Anti-Terrorism (2 ½ hours) and OPSEC/SAEDA (1 ½ hours).

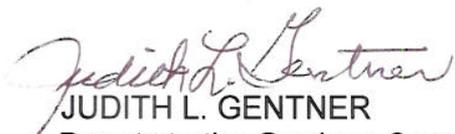
b. For the months of February/April/June/August/October/December the following will be taught at the MPA on **the 2nd Wednesday of the month from 0800-1200:**

Workplace Violence (1 hour), EAP/Substance Abuse (1 hour) and EEO (2 hours).

c. Attendance at these scheduled events will meet annual refresher requirements for the workforce as well as the requirements for new employee training. During the year an employee will have six opportunities to meet each of the required training events.

2. A centralized location has been established for all mandatory online training that has been identified to date. It is located on the DHR Civilian Training Website. These training links will cover mandatory training for Supervisors, Managers and Program Managers; and links to mandatory annual requirements that can be completed by employees with access to computers. In addition, this site will provide updated training information of interest to the workforce such as onsite course announcements, links to the Civilian Education System (CES) courses, and the annual Training Plan.

3. POC is Arlene Williams, Civilian Training, Directorate of Human Resources, 2-5635.


JUDITH L. GENTNER
Deputy to the Garrison Commander