



Directorate of Human Resources
GARRISON'S WORKFORCE DEVELOPMENT

(315) 772-5226 or 5635



Mandatory Training for Civilians Employees

AR 350-1, Army Training & Leader Development

**** Employees must provide a copy of ALL "Certificates of Training" to their Directorate's Training Coordinator****

The following training is available through the Army Learning Management System (ALMS)

Online Training-	Frequency	Key Word	Selection to Register
Combating Trafficking in Persons (CTIP)	Annual	CTIP	Combating Trafficking in Persons General Awareness Course (CTIP)
Threat Awareness and Reporting Program (TARP) (*Formerly SAEDA*)	Initial; Annual	TARP	U.S. Army Threat Awareness and Reporting Program (TARP) Course
Sexual Harassment/Assault Response Prevention Training Course (SHARP) (*Formerly POSH*) *SHARP requires annual Face-to-Face training and the online training*	Initial; Annual	SHARP	Sexual Harassment/Assault Response Prevention Training Course (FY13)
Initial Security	Initial	SECURITY	Security Training – Initial Security Orientation
Annual Security Refresher Training	Annual	SECURITY	Security Training – Annual Security Refresher Training
Annual Awareness - Managing Soldiers and Civilians with security Clearance/Access to Classified Information	Annual	SECURITY	Security Training – Annual Awareness; Managing Personnel with Clearances/Access to Classified Information

ALMS Instructions

- Log in to AKO <https://www.us.army.mil/suite/designer>
- From your AKO homepage click on the Self Service tab then scroll down and select My Training.
- Click on the Logo and select the "Go To ALMS Homepage"
- From the ALMS home page type in the Key Word from above to search for the desired training module Using the and select the "Search" button.
- Select "[Register](#)" below the appropriate course title (from above).
- Select the "Continue Registration" button.
- Select the "Go to Enrollments" button.
- Select "Launch" to begin the course to the right of the appropriate course title.
- Once you successfully complete the training select "Print Certificate of Completion" at the end of the module.

To print a certificate in ALMS - Select the "Training History" tab at the top of the ALMS web page.
 In Detailed Training Records change the completion date to a date before taking the training and search.
 To the right under the desired course title Select "[Print Certificate of Completion](#)".
 Courses may be saved and completed at a later date by returning to your "Current Enrollments".

Online Mandatory Training for IMCOM Civilians Cont.

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Online Training	Frequency	Website and Instructions
Antiterrorism Training	Initial; Annual	https://atlevel1.dtic.mil/at/
Operations Security (OPSEC)	Initial; Annual	http://cdsetrain.dtic.mil/opsec/index.htm
Army Suicide Prevention Program	Annual	<p>http://www.armyg1.army.mil/hr/suicide/default.asp</p> <p>*** Class is designed for small group interaction ***</p> <ol style="list-style-type: none"> 1. Click on the picture labeled "The Home Front" 2. Allow to download then select the "Next" button in the bottom right hand corner. 3. Select the "DA Civilian" option, then select the picture above "Carl Foreman, DA Civilian" 4. The video will start. Watch the video and follow the interactive selections until complete. 5. There is no certificate, document training completion on a Memorandum for Record.
Composite Risk Management (CRM)	Initial	<p>https://www.atrrs.army.mil/selfdevctr/ - Course: G-F104_DL</p> <p>Type course number G-F104_DL in search blocks Click 'Search' – Then select 'Register' You will be prompted to Sign in, follow screen instructions From the Training Application screen select 'Submit Application'</p> <p>ATRRS will email you 'Course Reservation Verification' Log into your AKO https://www.us.army.mil Select the 'Self Service' tab at the top - Then 'My Training' From the Training page click on the ALMS logo located center screen From the ALMS home page select the Current Enrollments button This will list CRM Civilian Basic Course and the Course Exam Select [Launch] to begin training, once complete [Launch] the exam From the ALMS home page select the Transcripts button Select Print Certificate of Completion (change setting to landscape)</p>
Constitution Day Training	Initial Entry; Annual – 17 SEP	<p>http://constitutionday.cpmso.d.mil/</p> <p>Scroll down and select the "take the Course" </p>
Ethics	Initial; Annual (as needed)	https://www.jagcnet.army.mil/JAGCNETIntranet/Databases/Administrative+Law/ethics.nsf/(JAGCNetDocID)/TRAINING?OpenDocument
No Fear Act – Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002	Initial; Every Two Years	<p>http://www.imcom.army.mil/Organization/EEO/NoFear.aspx</p> <p>Read Training Slides and take Self-Test Print and sign the Certification of Completion</p>
Army Substance Abuse Program (ASAP)	Initial; Annual	<p>http://www.acsap.army.mil/sso/pages/public/resources/prevention-tools.jsp -----Select 'DA Civilian Training'----- Read Training Slides, Print and sign the Certification of Completion</p>
Workplace Violence	Initial; Annual	<p>Employee Training http://media.cpmso.d.mil/faslerd/employee/menu.htm Supervisor Training http://media.cpmso.d.mil/faslerd/supervisor/menu.htm</p>

Online Mandatory Training for Civilians Employees Continued

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Online Training	Frequency	Begin the Training
<p>Information Assurance (IA)</p> <p><i>*AUP Instructions refer to the last Page*</i></p>	<p>Initial; Annual</p>	<p>**You will receive two (2) certificates for the IA course; one for the training and one for the test. Make sure you print a certificate for both. <i>HELPDESK: 1-800-490-1643, option 4</i></p> <p>+ If this is your first time taking the training you must register with ACTCS. Go to https://atc.us.army.mil/iastar/register.php Fill out all of the fields. Some hints:</p> <ol style="list-style-type: none"> a. Your Personnel Security Standard is IT-III b. For your HQ Alignment (MACOM and SC/FCIO) click “Search for Unit” and type in “Fort Drum.” Click on “Go” and then select the appropriate unit and sub-unit. <ol style="list-style-type: none"> 1. After you have registered, go to this website for the training: https://ia.signal.army.mil/DoDIAA/default.asp 2. Click on the “Step One: Training” box. 3. Click on “Launch New Information Assurance Awareness” 4. Click through the slides and complete the exercises. 5. Print the Certificate 6. If you are not taken directly to the exam after completing the training the click on “Step Two: Army Required Exam” 7. You will be prompted to log in using your AKO credentials. 8. Then update your record, completing the 3 fields. 9. Then click “Take an exam” 10. Select “Go!” beside this: “DoD Information Assurance Awareness Exam.” 11. You must receive a 70% or higher to pass & Print the Certificate
<p>Portable Electronic Devices/Removable Storage</p>	<p>Initial</p>	<ol style="list-style-type: none"> 1. http://iase.disa.mil/eta/pedrm_v2/pedrm_v2/launchPage.htm Select “Begin” 2. Class is narrated, use speakers and follow prompts or select ‘Text’ and read through at own pace. 3. At the end type in your name and print certificate (print default is portrait).
<p>Phishing Awareness Course</p>	<p>Initial</p>	<p>https://ia.signal.army.mil/Phishing.asp</p> <ol style="list-style-type: none"> 1. Select Launch Phishing Training 2. Complete Training and print certificate 3. Return to https://ia.signal.army.mil/Phishing.asp 4. Select ‘Login’ 5. Select Log in with CAC DoD-Approved Certificate Login 6. Verify Record and select “Update” 7. Select Take an exam 8. Select go! To the right of Phishing Training
<p>Personally Identifiable Information</p>	<p>Initial; Annual</p>	<p>https://ia.signal.army.mil/a/pii_module/pii_module/launchpage.htm</p> <ol style="list-style-type: none"> 1. Select ‘<i>Launch New Personally Identifiable Information</i>’ 2. Class is narrated, use speakers and follow prompts or select ‘text’ and read through at own pace. 3. At the end type in your name and print certificate.

Mandatory Training Available at the Quarterly MPA Training or via Classroom Instruction
Frequency

Threat Awareness and Reporting Program (TARP) **Quarterly MPA Training** Initial/Annual
Coordination can be made with the Fort Drum 902d Military Intelligence (MI) @ 772-5863 or email drum.spy@conus.army.mil. Training Coordinators may coordinate directly with MI to arrange for a group class to satisfy this requirement.

Anti-Terrorism Force Protection (ATFP) **Quarterly MPA Training** Initial/Annual
Coordination can be made with the Fort Drum Antiterrorism Office @ 772-5678 or 8975.
Training Coordinators may coordinate directly with Antiterrorism Office to arrange for a group class to satisfy this requirement.

Operations Security (OPSEC) **Quarterly MPA Training** Initial/Annual
Coordination can be made with the Fort Drum OPSEC Officer @ 772-4447.
Training Coordinators may coordinate directly with OPSEC Officer to arrange for a group class to satisfy this requirement.

Workplace Violence **Quarterly MPA Training** Initial/Annual
Coordination can be made with the Fort Drum Army Substance Abuse Program (ASAP) @ 772-6701.
Training Coordinators may coordinate directly with ASAP to arrange for a group class to satisfy this requirement.

Army Substance Abuse Program (ASAP) **Quarterly MPA Training** Initial/Annual
Coordination can be made with the Fort Drum Army Substance Abuse Program (ASAP) @ 772-6701.
Training Coordinators may coordinate directly with ASAP to arrange for a group class to satisfy this requirement.

Other Mandatory Training Available via Classroom Instruction

Army Suicide Prevention Program Annual
Coordination can be made with the Fort Drum Installation Command Chaplain's Office @ 772-5592 or the ASAP Suicide Prevention Program Manager @ 772-5447. Training Coordinators may coordinate directly with either office to arrange for a group class to satisfy this requirement.

Equal Employment Opportunity (EEO) Initial/Annual
Coordination can be made with the Fort Drum EEO Office @ 772-6911 or drum_eeo@conus.army.mil.
Training Coordinators may coordinate directly with EEO to arrange for a group class to satisfy this requirement.

Alternate Approved Mandatory Training Sites Available On-Line

Combating Trafficking in Persons (CTIP) http://ctip.defense.gov/Portals/12/Courses%20CTIPS/TIP/_frameset.htm

Acceptable Use Policy (AUP) Annual Requirement Instructions

Log on to: <https://ia.signal.army.mil/login.asp>

Select: [Log in with CAC DoD-Approved Certificate Login](#)

Verify: Your Branch is "Army"; Type is "Civilian"; MACOM is "IMCOM US Army Installation Management Command"

You have successfully logged in.

To continue, you must update your record. Please complete the following form so that your record can be updated. All fields are MANDATORY.

Select a Branch:

Select a Type:

Select a MACOM:

Click [Here](#) to log out.

View and Sign AUP

Thank you for updating your account.

To take the training for DoD Information Assurance Awareness or Information Assurance Fundamentals exams, click on the Courses menu link above.

[Take an exam](#)

[View Scores and Print Certificates](#)

[View and Sign AUP](#)

[Fort Gordon Data at Rest validation](#)

Click [Here](#) to log out.

Read The Acceptable Use Policy (AUP) and click the "Click to digitally sign" button at the bottom.

[Acronyms](#)

Hold down the "Ctrl" key and push the "P" to print the AUP