

**25-002 (FY25 United States Army Garrison Fort Carson (USAG-FC) Mandatory Training Guidance)**

**References:**

- (a) AR 350-1, Army Training and Leadership Development, 10 December 2017
- (b) IMCOM REG 350-1, IMCOM Training and Leader Development, 1 June 2010
- (c) Fiscal Year 25 (FY25) United States Army Garrison – Fort Carson (USAG-FC) Annual Commander's Guidance (ACG)

**Time Zone used throughout the OPORD:** Local (Tango)

**1. SITUATION:** The Department of the Army (DA), Army Material Command (AMC) and Installation Management Command (IMCOM) have designated mandatory training requirements that they deem critical for the safety or ethical support of its workforce. All United States Army Garrison – Fort Carson (USAG-FC) military and civilian employees (both APF and NAF) must complete the mandatory training requirements.

**2. MISSION:** The Fort Carson Installation trains, projects, and sustains 4<sup>th</sup> Infantry Division and tenant units to achieve national security objectives enabling Soldiers, Families, Civilian Employees, and Retirees to work, live and thrive.

**3. EXECUTION:**

3.A. Commander's Intent. USAG-FC leaders must set the example and play a significant role in ensuring our training goals are met to maintain a well-educated, proficient, and safe workforce. It is my intent to report completion of all mandatory training requirements NLT 30 SEP 25.

3.B. Concept of Operations: The planning, scheduling and, as needed, the conduct of mandatory training is a deliberate process by leaders for their workforce. USAG-FC Directorates will focus their workforce per the mandatory training listed in Annex A (Mandatory Training Matrix). This is the minimum requirement for the workforce. Directors and office chiefs will accomplish all mandatory training before the end of the FY 3<sup>rd</sup> quarter. Every effort must be made to take advantage of provided instructor led training. Directorates must also schedule and allow time for the workforce to access or attend mandatory training.

3.C. Tasks to Directorates and Special Staff. See Coordinating Instructions.

3.D. Request for Support: None

3.E. Coordinating Instructions:

3.E.1. All Soldiers and Department of the Army (DA) Civilians, Appropriated Fund & Non-Appropriated Fund (APF&NAF) employees are obligated to complete mandatory annual

training. These mandatory training subjects and frequency are detailed for quick reference in Annex A.

3.E.2. Directors will brief their annual mandatory training status quarterly during the designated Garrison Update. Directorates will update their mandatory training status in slide deck.

3.E.3. Each Directorate should assign a Training Coordinator to track the training status of their personnel. Special Staff (i.e., EEO, GRM, SJA, PAIO, PAO, RSO, and Safety) will combine efforts and appoint one Training Coordinator. Provide the name of your Training Coordinator to the POC in paragraph 5.B.1 upon publication of this order.

3.E.4. All mandatory training data must be updated to the Teams "USAG-FC Ops Folder" site under file folder "USAG-FC Data Calls" NLT the 1st and 15th of the month for status tracking (file name "FY25 Mandatory Training Tracker.xlsx").

3.E.5. All mandatory training requires a completion certificate with name/date, an SF 182, or a sign-in roster.

3.E.6. Each Training Coordinator will develop a tracking mechanism for the employee completion certificate, SF 182, and/or sign-in roster.

3.E.7. Each Training Coordinator will work with their director/employees to provide the POC in paragraph 5.B.1 recommended changes to the Mandatory Training list. This can include changes to how often the training is conducted to not conducting the training at all. Recommended changes are due to the POC in paragraph 5.B.1 NLT 14 NOV 24.

3.E.8. Training Coordinators will update SHARP numbers on the training tracker at least monthly until 100%. Training Coordinators should maintain class rosters and memos of completion (see Annex B & C) in case this information is requested from higher headquarters. Employees that are unable to attend (i.e. extended medical leave, etc.) should be accounted for as to why they were unable to complete their training.

3.E.9. Description of Required Courses.

3.E.9.A. Antiterrorism (AT) Level I Awareness Training (on-line). As of 7 MAY 21, AT Level I training is required annually for the first 3 years of employment and triennially thereafter. AT training ensures all Soldiers and civilian employees are made aware of the need to maintain vigilance for possible terrorist actions and the need to employ AT prevention and response tactics, techniques and procedures. Initial AT Level I training will be conducted in person by a qualified AT Level II person. Triennial AT Level I training requirements can be done in person or on-line.

- Accessing Antiterrorism training at:  
<https://jkodirect.iten.mil/Atlas2/faces/page/login/Login.seam>.
- Click on the Login Tab on top.
- It will take you to another Login Site where you can use your CAC to log in.
- Once logged in, Click on the Course Catalog tab at top.

- For Prefix select JS
- For Course number type in US007.
- The course: Level 1 Antiterrorism Awareness (2hrs) will show up.
- Click on the enroll link.
- This will allow you to take a pre-test too, which if you pass, you can skip those sections.

3.E.9.B. Employee Assistant Program (EAP)/Civilian Suicide Prevention (face-to-face). Schedule with DHR (ASAP Program). The EAP training is designed to provide policy awareness and prevention training concerning the abuse of drugs and alcohol. The Army conducts suicide prevention and awareness training for all Soldiers, Army Civilians, and Family members to increase awareness of suicide-risk factors, warning signs, and available resources; and to encourage intervention with at-risk individuals.

3.E.9.C. Information Security Program Refresher Training (on-line). Security refresher training reinforces security policies and principles, and derivative classification practices. It ensures personnel have a basic understanding of the nature of classified information and the importance of its protection to the national security. This course is self-paced training accomplished on-line through Army Training Information System (ATIS) <https://learn.atis.army.mil>.

3.E.9.D. Cyber Security Training and Acceptable Use Policy (AUP) (on-line). All US Military, US Civilian Employees, and Contractors who have accounts and access to US military computers must complete and pass the annual IA DOD Cyber Awareness Challenge training course and sign an AUP. The Cyber Awareness Challenge provides guidance for online conduct and proper use of information technology by Department of Defense (DoD) personnel. The AUP outlines acceptable use of computer equipment within a DoD/Army organization. On-line training is available at <https://cs.signal.army.mil/>.

3.E.9.E. Equal Employment Opportunity (EEO) No Fear Act and Anti-Harassment (face-to-face). No Fear Act and Anti-Harassment (face-to-face). All Army employees (supervisors and non-supervisors) are responsible for completing the mandatory "EEO, Anti-Harassment No FEAR Act Training" Course to gain an understanding of the Army's anti-harassment policy and procedures and their role in the Complaint Process. Starting 01 OCT 23, all civilians, civilian supervisors, and military supervisors of civilians will complete civilian Equal Employment Opportunity, Antiharassment, and No Fear Act training, annually and in person for supervisors and non-supervisors. This training supersedes the EEO, Antiharassment, and No Fear Act training in the Army Training Information System (ATIS). The USAG Fort Carson EEO office will conduct training via MS Teams on the following dates and times (Teams link to be provided by EEO instructor closer to class date):

DATE	Non-Supervisor Training	Supervisor Training
15 JAN 25	0900	1300
12 FEB 25	0900	1300
12 MAR 25	0900	1300

<b>16 APR 25</b>	<b>0900</b>	<b>1300</b>
<b>14 MAY 25</b>	<b>0900</b>	<b>1300</b>
<b>18 JUN 25</b>	<b>0900</b>	<b>1300</b>
<b>16 JUL 25</b>	<b>0900</b>	<b>1300</b>
<b>13 AUG 25</b>	<b>0900</b>	<b>1300</b>
<b>17 SEP 25</b>	<b>0900</b>	<b>1300</b>

3.E.9.F. Sexual Harassment Assault Response Prevention (SHARP) (face-to-face). In accordance with (IAW) Army Directive 2018-21, annual SHARP training is conducted face-to-face and will be conducted by Directorate/Special Staff/Agency Training POCs. SHARP training is designed to strengthen individual knowledge, skill, and capacity to prevent and respond to sexual assault.

3.E.9.F.1. SHARP Training material can be found in the "USAG-FC Ops Folder" MS Team files under the "Mandatory Training (Latest Guidance)" folder; subfolder "SHARP Training Docs" [https://armyeitaas.sharepoint-mil.us/f/r/teams/fortcarsonusagstaffcall/Shared%20Documents/General/Mandatory%20Training%20\(Latest%20Guidance\)/SHARP%20Training%20Docs?csf=1&web=1&e=gq4aYx](https://armyeitaas.sharepoint-mil.us/f/r/teams/fortcarsonusagstaffcall/Shared%20Documents/General/Mandatory%20Training%20(Latest%20Guidance)/SHARP%20Training%20Docs?csf=1&web=1&e=gq4aYx)

3.E.9.F.2. Submit SHARP Training completion memos to the SHARP POC (Kristy Bootes). Training Coordinators should also maintain class rosters and memos of completion for their internal records.

3.E.9.G. Threat Awareness and Reporting Program (TARP) (on-line or face-to-face). Provides education in the deterrence and detection of intelligence and terrorist threats to the Army and its personnel. This course is available on-line through the Army Training Information System (ATIS) <https://learn.atis.army.mil>.

3.E.9.H. Operations Security (OPSEC) (on-line or face-to-face). Level I training is designed to provide a basic working knowledge of the 5-step OPSEC process with a focus on its use in the workplace. Initial OPSEC Level I training will be conducted within the first 30 days of arrival in the organization in person by a qualified OPSEC Level II person or online. Annual OPSEC Level I training requirements can be done in person or online. On-line training is available through ATIS <https://learn.atis.army.mil>.

3.E.9.I. Controlled Unclassified Information (CUI) Training (on-line). The course provides information on the eleven training requirements for accessing, marking, safeguarding, decontrolling and destroying CUI along with the procedures for identifying and reporting security incidents. The course is available at <https://securityawareness.usalearning.gov/cui/index.html>.

3.E.9.J. Employee / Leaders Safety Training (face-to-face or on-line). All employees will receive appropriate safety and health training on the occupational safety and health program and their rights, and responsibilities. Coordinate face-to-face training with the Safety Office. The on-line training is available through ATIS <https://learn.atis.army.mil> and has two modules: Leaders Safety and Occupational Health Course and Employee Safety Rights and Responsibilities Course.

3.E.9.K. Operation Excellence (OPEX) Customer Service Training (face-to-face). The IMCOM OPEX Training Program provides standardized customer service training to the IMCOM workforce. The OPEX training is an initial one-hour course for all new employees with annual thirty-minute refresher training for all employees. Directorates may choose any customer

service-related topic for their annual refresher training based on specific Directorate needs. Training can be scheduled through PAIO or completed at Directorate level (provided Directorate level trainers received a train-the trainer session from PAIO). Contact PAIO to coordinate training.

3.E.9.L. Records Management Training (on-line). This course provides an overview of records management for all Army personnel. The Records Management Training Course is offered through the Army Training Information System (ATIS): <https://learn.atis.army.mil>. It can be found listed under Development Courses.

3.E.9.M. Army Civilian Education System (CES) Courses. The Civilian Education System (CES) is a progressive and sequential leader development program that provides enhanced educational opportunities for Army Civilians throughout their careers. CES courses are targeted at the Army Civilian GS grade levels and equivalent pay bands and pay scales, as follows:

CES Course	Grade Targets	Comments	Type
<b>Foundation Course</b>	GS 01-15	Required for all Army Civilians employed after 30 September 2006	DL
Action Officer Development Course		Required for interns and must be completed before conclusion of the intern program	DL
<b>Supervisor Development Course (SDC)</b>		Required for all Army supervisors (Military and Civilian) of Army Civilian Employees	DL
<b>Basic Course</b>	GS 01-09		DL
<b>Intermediate Course</b>	GS 10-12		
Manager Development Course			
<b>Advance Course</b>	GS 13-15		
Continuing Education for Senior Leaders	GS 14-15		
Senior Service College	GS 14-15		

3.E.9.M.1. Foundation Course. The Foundation Course provides Army Civilians with an orientation to leader development concepts, building their careers, and becoming Army Civilian leaders. The course objectives are to understand U.S. Army leadership doctrine; increase self-awareness as it relates to one's profession; understand team building, group dynamics, and effective communication; assess individual values and how they relate to professional ethics; understand how to manage professional advancement and leverage career potential; and complete administrative requirements expected of Army Civilians. The Foundation Course is required for all Army Civilians employed after 30 SEP 06. Interns are required to complete the Foundation Course before completion of their intern program.

3.E.9.M.2. The Supervisory Development Course (SDC) provides an overview of basic supervisory and human resource skills and is delivered through online DL. First-time supervisors (Soldiers and US Civilian Employees) are required to complete the SDC during their

1-year probationary period. Supervisors of civilian employees must complete the SDC every 3 years to meet the sustainment-training requirement. Employees can register for the SDC through Civilian Human Resources Training Application System (CHRTAS) (<https://www.atrrs.army.mil/chrtas/>).

3.E.9.M.3. Basic Course. The Basic Course is designed for the Army Civilian leader who exercises direct leadership to effectively lead and care for teams. The Basic Course is required for supervisors in grades GS 5–9 or equivalent. The course teaches students to solve problems, think critically, and understand basic Army problem solving methodology; communicate effectively by speaking and writing clearly, concisely, and persuasively; understand and apply elements of effective leader interpersonal skills; understand and apply basic leadership principles to effectively lead small teams; and embrace personal and professional development for self, and subordinates, as part of the requirement for Army service. The Basic Course is a 100% self-paced, online learning experience. Students will have 180 days to complete the course.

3.E.9.M.4. Intermediate Course. The Intermediate Course prepares current and aspiring Army Civilian leaders to become more innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources at the organizational level. The course is required for GS 10-12 supervisors (and equivalent pay band/pay plan). Training and developmental exercises focus on "mission" planning, team building, establishing command climate, and stewardship of resources. The course is conducted through blended learning consisting of a distributed learning (DL) Phase 1 and an instructor-facilitated Phase 2. Prerequisites: Foundation Course (required only for individuals hired after September 30, 2006). Intermediate Course DL Phase 1 must be complete before the instructor-facilitated Phase 2.

3.E.9.M.6. Advanced Course. The Advanced Course prepares upper grade Army Civilian leaders (GS 13-15) to assume increasing levels of responsibility and leadership within organizations. The Advanced course is required for GS 13-15 supervisors (and equivalent pay band/pay plan). The course is conducted through blended learning consisting of a distributed learning (DL) Phase 1 and an instructor-facilitated Phase 2. Prerequisites: Foundation Course (required only for individuals hired after 30 SEP 06). Advanced Course DL Phase 1 must be complete before the instructor-facilitated Phase 2.

3.E.9.N. Members of the Garrison Emergency Operations Center (GEOC) are required to take the following courses.

3.E.9.N.1. IS-100. Introduction to the Incident Command system. IS-100 introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This course describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

3.E.9.N.2. IS-200. Basic Incident Command System for Initial Response, IS-200, reviews the Incident Command System (ICS) and provides the context for ICS within initial response and supports higher level ICS training. This course provides training on, and resources for, personnel who are likely to assume a supervisory position within ICS.

3.E.9.N.3 IS-300. Intermediate ICS for Expanding Incidents. This course is recommended but not required. IS-300 provides training and resources for personnel who require advanced

knowledge and application of the ICS. This course expands upon information covered in the ICS-100 and ICS-200 courses.

3.E.9.N.4. IS-400. Advanced ICS. This course is recommended but not required. ICS-400 provides training and resources for responders who require advanced application of the ICS by providing overall incident management skills rather than tactical expertise. Expanding upon information covered in ICS-100 through ICS-300 courses, ICS-400 emphasizes large-scale organizational development, roles and relationships of the command and general staff, and planning, operational, logistical, and fiscal considerations related to large and complex incident and event management. The course also describes the application of Area Command and the importance of interagency coordination on complex incidents and events.

3.E.9.N.5. IS-700. An introduction to the National Incident Management System. IS-700 provides an overview of the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. The course provides learners with a basic understanding of NIMS concepts, principles, and components.

3.E.9.N.6. IS-800. National Response Framework (NRF), An Introduction. IS-800 provides guidance for the whole community. Within this broad audience, the National Response Framework focuses especially on those who are involved in delivering and applying the response core capabilities, including: private sector, partners, non-governmental organizations (NGOs), Government officials, Community leaders, Emergency management practitioners, and First responders.

3.E.9.N.7. IS-2900. The National Disaster Recovery Framework (NDRF) Overview. IS-2900 outlines the basis for a national approach to disaster recovery. The NDRF defines how we will work together to best meet the needs of individuals, families, communities, and states in their ongoing efforts to prevent, protect, mitigate, respond to and recover from any disaster event.

3.E.9.O. The Civilian Response to Active Shooter Events (CRASE) course, designed and built on the Avoid, Deny Defend (ADD) strategy was developed by the Advance Law Enforcement Rapid Response Training (ALERTT) at Texas State University in 2004. CRASE provides strategies, guidance, and a proven plan for surviving an active shooter/active aggressor event or other critical incidents. For FY25, CRASE is no longer part of mandatory training. However, DES will still offer the course for organizations that wish to attend. Contact DES to schedule.

#### **4. SERVICE AND SUPPORT. None**

#### **5. COMMAND AND CONTROL.**

5.A. Command. The Fort Carson DPTMS is the tasking authority for USAG-FC. Directorates and Special Staff will not send email taskings or accept email taskings from Higher HQ. Notify DPTMS Operations POC if taskings are received from Higher HQ agency directly.

5.B. Signal.

5.B.1 Primary Mandatory Training POC is Ms. Cynthia Flores-Wilkin, 719.352.5769; cynthia.a.flores-wilkin.civ@army.mil.

5.B.2. Alternate Mandatory Training POC: Ms. Pamela Norris, 719.526.9869;  
pamela.r.norris2.civ@army.mil.

ACKNOWLEDGE:

OKSENVAAAG  
COL

OFFICIAL:

MATTIL  
DPTMS

Annexes:

- A – Mandatory Training Matrix
- B – Sample SHARP Training completion memo
- C – SHARP sign-in roster