

FY-2025 Civilian Mandatory Training

v.1 01 Oct 2024

USAGFH Civilian Personnel must complete the mandatory training requirements outlined below for FY 25

EMPLOYEE NAME: _____ **ORGANIZATION:** _____

<u>Title</u>	<u>Frequency</u>	<u>Last Date Completed</u>	<u>Next Due</u>	<u>Certificate</u>	<u>Information</u>
Antiterrorism Awareness (AT Level 1 Training) (online)	Annual		FY-25		https://jkodirect.jten.mil
Information Security Training Program	Annual		FY-25		The Information Security Program Training Certification meets an Army mandatory annual training requirement for this subject. https://www.lms.army.mil/
Security Training- Managing Personnel with Clearances/Access to Classified Information	Annual		FY-25		(Select employees) This training informs supervisory personnel of their responsibilities to manage personnel with security clearances and/or access to classified information. https://www.lms.army.mil/
Army Security (OPSEC) Level I	Annual		FY-25		From Headquarters Department of the Army, the Army OPSEC Level I (Newcomers and Refresher) Course provides Soldiers, Civilians, and Contractors with training in OPSEC awareness. https://www.lms.army.mil/ "For the best possible experience, please note that if this courseware is being run using Microsoft Internet Explorer 11, Compatibility Mode must be turned on."
DoD Cyber Awareness Challenge Training (online)	Annual		FY-25		Computer Security Act of 1987 Public Law No. 100-235 DOD 8570.01, DoDD 5200.1-R, AR 25-2. https://cs.signal.army.mil Also, must sign the Acceptable Use Policy document

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Combating Trafficking in Persons	Annual		FY-25		AR 350-1 Training Location is JKO https://jkodirect.jten.mil
EEO, Anti-Harassment (In-Person-No Fear) Non-Supervisors	Annual		FY-25		AR 690-12 (as revised) SA 2011 Anti-Harassment Policy Required for all civilian employees who are not supervisors. TBA- Please refer to Directorate for dates to come
Equal Employment Opportunity, Anti-Harassment, No-Fear Training - Supervisors	Annual		FY-25		AR 690-12 (as revised) SA 2011 Anti-Harassment Policy Required for all civilian supervisors and for military supervisors of civilian employees TBA-Please refer to Directorate for dates to come
Threat Awareness & Reporting Program (TARP)	Annual		FY-25		AR 381-12, Threat Awareness and Reporting https://www.lms.army.mil/
Risk Management (Course 2G-F104DL)	Determine by Director				AR 385-10 & ATP 5-19 Director determines frequency, method, and duration
Constitution Day	Initial		FY-25		AR 350-1 Director determines frequency, method and duration after initial
Controlled Unclassified Information (CUI)	Annual		FY-25		DoDI 5200.48 (March 6, 2020) This course is mandatory training for all DoD personnel with access to controlled unclassified information. https://securityawareness.usalearning.gov/cui/index.html
SHARP Training (face-to-face)	Initial/Annual		FY-25		Supervisor lead

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Personal Readiness Suicide Prevention (face to face)	Annual		FY-25		2nd and 4 th Thursday of each month Location: Shoemaker Center BLDG, 36000 2 nd Floor Room 2801 Training Times: 0900-1030 and 1300-1430
Personal Readiness Alcohol and Substance (Abuse Prevention)	Annual		FY-25		There are two options for this training: 1. JKO LCMS (jten.mil) OR 2. In person training is held the 2nd Thursday of each month through the end of the FY. Location: Shoemaker Center BLDG, 36000 2 nd Floor Room 2801 Training times are 1030 -1130 and 1430-1530.
Government Travel Card (for cardholders only)	Initial and every 3 years thereafter		FY-25		AR 350-1 (Select Employees)
CES Foundation Course (online)	One time				AR 350-1 http://usacac.army.mil/organizations/cace/amsc/courses Required for all full-time, permanent Army civilians employed after 30 SEP 06. One-time requirement.
CES Basic Course (online)	One time				AR 350-1 http://usacac.army.mil/organizations/cace/amsc/courses Required for GS 5-9 Supervisors. Encouraged but not required for non-supervisor employees.
CES Intermediate Course online + 3-week resident	One time				AR 350-1 http://usacac.army.mil/organizations/cace/amsc/courses Required for GS 10-12 Supervisors. Encouraged but not required for non-supervisor employees.

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CES Advanced Course online +4-week (resident)	One time				AR 350-1 http://usacac.army.mil/organizations/cace/amsc/courses Required for GS13-15 Supervisors. Encouraged but not required for non-supervisor employees.
CES Supervisor Development Course (online)	Upon initial appointment and every 3 years thereafter				AR 350-1 http://usacac.army.mil/organizations/cace/amsc/courses Required for military and civilians who supervise civilian employees. Must be completed within 12 months of placement in a supervisory position. Available to all Army employees for self-development.