



**DEPARTMENT OF THE ARMY**  
**UNITED STATES ARMY GARRISON, FORT HOOD**  
**1001 761ST TANK BATTALION AVENUE**  
**FORT HOOD, TEXAS 76544-5002**

AMIM-HDH-W

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY26 Mandatory Annual Training

1. References.

a. AR 350-1, (Army Training and Leader Development 1 June 2025), AR 600 85, (Army Substance Abuse Program), AR 600-92, (Army Suicide Prevention Program)

2. Purpose: This memorandum outlines the FY26 mandatory annual training guidance. Each Directorate is responsible for managing and documenting employee training.

3. The chart below reflects Army level mandatory annual training. Additional training may be directed by Individual Directorate, USAG, IMCOM or AMC at any time.

| <b>FY 26 Mandatory Training</b>                                                                            | <b>Civilian Team Members</b>                                                                                   | <b>Contractors</b> | <b>Frequency</b> | <b>Location</b>  |
|------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|--------------------|------------------|------------------|
| Army (OPSEC) Level I (Newcomers and Refresher).                                                            | X                                                                                                              | X                  | I/A              | ATIS             |
| Level I Antiterrorism Awareness Training                                                                   | X                                                                                                              | X                  | I/A              | JKO              |
| Combating Trafficking in Persons                                                                           | X                                                                                                              |                    | C                | JKO              |
| Information Security Program Training                                                                      | X                                                                                                              | X                  | I/A              | ATIS             |
| Security Training – Annual Awareness Managing Personnel with Clearances / Access to Classified Information | For supervisors who manage personnel with security clearances and/or access to classified information<br><br>X |                    | I/A              | ATIS             |
| US Army Threat Awareness & Reporting Program (TARP)                                                        | X                                                                                                              | X                  | A                | ATIS             |
| Controlled Unclassified Information (CUI)                                                                  | X                                                                                                              | X                  | I/A              | DCSA             |
| *Personal Readiness (Suicide Prevention and Awareness)                                                     | X                                                                                                              |                    | I/A              | In Person        |
| Personal Readiness (Substance Abuse Prevention and Awareness)                                              | X                                                                                                              |                    | I/A              | In Person/or JKO |

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|-----------------|-----------|
| *Sexual Harassment, Assault, Response, Prevention (SHARP)                                                                                                                                                 | X |   | A               | In Person |
| *EEO / No Fear (Supervisor/Non-Supervisory)                                                                                                                                                               | X |   | I/A             | In Person |
| Cyber Awareness/IT User Agreement                                                                                                                                                                         | X | X | I/EVERY 5 YEARS | ATIS      |
| * In person training required                                                                                                                                                                             |   |   |                 |           |
| A- Annual frequency requirement<br>C- Director determines the frequency, method of delivery, and duration.<br>I- In processing. Required within 30 days whenever Team Members in-process to the workforce |   |   |                 |           |

4. Supporting Training Links:

- a. Joint Knowledge Online (JKO) <https://jkodirect.jten.mil/>
- b. Army Training and Requirements Resource System (ATTRS) <https://www.atrrs.army.mil/selfdevctr/>
- c. Information and Communication Technologies Defense (ICTD) Division <https://cs.signal.army.mil/>
- d. DCSA learning: <https://securityawareness.dcsa.mil/cui/index.html>

5. In Person Training:

- a. Suicide Prevention Awareness Training-every 2nd and 4th Thursday starting 23 Oct 2025 through end of FY 26 0900-1030 or 1300-1430, Phantom Forge Center BLDG 4501 934 S 65<sup>th</sup> St. Fort Hood, TX-POC is Baaba Oppong-Agyare (254) 553.4799.
- b. Substance Abuse/Workplace Violence Prevention and Awareness Training-every 2<sup>nd</sup> Thursday starting 13 Nov 2025 through the end of FY26 0900-1100 or 1300-1500, Shoemaker Center BLDG 36000 2nd Floor Room 2801. POC is Kenya King Employee Assistance Program Coordinator, (254) 286-6216 or Shamara Henry (254) 287-2437.

Dr. Shelley Tippens  
Chief, Workplace Development

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1. Employee Training Tracker