



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

AMIM-HDH-W

01 October 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: FY 25 Mandatory Annual

Training

1. References.

a. Army Regulation 350-1, Army Training and Leader Development, 10 December 2017, DoDI 5200.48, 06 March 2020

2. Purpose: This memorandum outlines the FY25 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 24 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	ALMS
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	ALMS
Security Training – Annual Awareness Managing Personnel with Clearances / Access to Classified Information	X <small>For supervisors who manage personnel with security clearances and/or access to classified information</small>		I/A	ALMS
US Army Threat Awareness & Reporting Program (TARP)	X	X	A	ALMS
Controlled Unclassified Information (CUI)	X	X	I/A	USA Learning
*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
*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/A	ICTD/JKO
Constitution Day Awareness	X		I/C	Cpms.OSD

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Risk Management (Course 2G-F104 DL)	X		C	ATTRS
<b>* In person training required</b>				
A- Annual frequency requirement C- Director determines the frequency, method of delivery, and duration. 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. United States Department of Defense U.S. Constitution <https://constitutionday.cpms.osd.mil/>
- e. USA Learning <https://securityawareness.usalearning.gov/cui/index.html>

5. In Person Training:

- a. Suicide Prevention Awareness Training-TBA at a later date
- b. Substance Abuse Prevention and Awareness Training-every 2<sup>nd</sup> Thursday starting 12 Oct 2023 1030-1130 or 1430-1530, Shoemaker Center BLDG 36000 2nd Floor Room 2801. POC is Kenya King Employee Assistance Program Coordinator, (254) 286-6216
- c. EEO, Anti-Harassment, and No Fear Act Training-offered once a month at Palmer Theater, Building 334, 31<sup>st</sup> Street, Fort Cavazos, TX. POC is Maria Finney, Dates to be announced at a later date.

Encls  
 1. Employee Trainer Tracker

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