



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON WIESBADEN
UNIT 29623
APO AE 09005-9623

15 AUG 2019

IMWB-ZA

MEMORANDUM FOR All Members of the United States Army Garrison (USAG)
Wiesbaden Civilian Employees

SUBJECT: USAG Wiesbaden Command Policy Letter #44, Mandatory Training for
United States Army Garrison (USAG) Wiesbaden Civilian Employees

1. Reference: Army Regulation 350-1
2. Purpose: The purpose of this memorandum is to provide guidance for the conduct of training required of Army civilians assigned to USAG Wiesbaden.
3. Applicability: This memorandum applies to all Appropriated Funded (APF) employees, Non-Appropriated Fund (NAF), and Local National (LN) civilians assigned or attached to USAG Wiesbaden. This policy does not apply to military personnel.
4. Intent: Training is valuable to improve the professional awareness, good conduct, and effectiveness of the workforce. However, in an era of constrained resources, training also diverts valuable time away from delivering important programs and services to the community and must be balanced against mission tasks and requirements.
5. Guidance: Effective immediately, the following training tasks will be reduced as follows:
 - a. Army Substance Abuse Training: Two hours training will be provided to each APF and NAF civilian one time during onboarding.
 - b. Combatting Trafficking in Persons: One hour training will be provided to each APF and NAF civilian one time during onboarding.
 - c. Constitution Day: One hour training will be provided to each APF and NAF civilian one time during onboarding.
 - d. Ethics Training: One hour training will be provided to each APF and NAF civilian one time during onboarding and annually for OGE 450 filers.
 - e. Managers Internal Control Program Awareness: One hour training for selected civilian will be conducted during Leader Professional Development as required.

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f. Operations Security (OPSEC)/Inadvertent Disclosure of Critical Information: Will be incorporated into AT/FP Level 1 and Child Youth training.

g. Threat Awareness Reporting Program (TARP): Ninety minutes training will be provided to each APF, NAF and LN civilian one time during onboarding.

h. Workplace Violence Prevention Training: One hour training will be provided each APF and NAF civilian one time during onboarding.

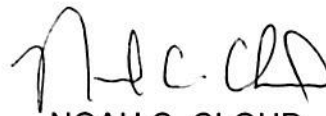
i. Safety Course for Civilians: Four hours training one time for each APF, NAF, and LN civilian one time during onboarding.

6. In coordination with Head Works Council, LN civilians are only required to receive additional training as follows:

a. Anti-Terrorism Level 1 Awareness Training - two hours annually

b. Cyber Awareness Challenge - four hours annually

7. The point of contact for this memorandum is the Director of Human Resources at DSN 548-1001.



NOAH C. CLOUD
COL, FI
Commanding

DISTRIBUTION:

USAG Wiesbaden, Deputy to the Garrison Commander

USAG Wiesbaden, Directors and Special Staff