**Annual**

**Information Security Training**  <https://www.lms.army.mil> In the “Search” field enter “Security Training”.

**Threat Awareness and Reporting Program (TARP) \*\*No longer a 3 year requirement, but annual\*\***

<https://www.lms.army.mil> In the “Search” field enter “TARP”.

**Anti-Terrorism / Force Protection** (AT Level I): <https://jkodirect.jten.mil/>

**Sexual Harassment/Assault Response and Prevention (SHARP) Face-to-Face:** Leader Led. Coordinate with Garrison SHARP office.

**Annual DoD Cyber Awareness:** <https://cs.signal.army.mil/>

Reference: <https://atc.us.army.mil/iastar/cyber_awareness.php>

**Equal Employment Opportunity, Anti-Harassment and No Fear (EEO/ No Fear) [DA Civilians and Military Supervisors of DA Civilians**]: Click on course catalog & search for course 203A for non-supervisors & 203B for supervisors of civilians. <https://www.atrrs.army.mil/atrrs2.aspx> or;

**LOCATION: POST THEATER**

7 February 2023, Tuesday: 0900-1000 (Employees), 1030-1130 (Supervisors)

8 February 2023, Wednesday: 1230-1330 (Supervisors), 1400-1500 (Employees)

9 February 2023, Thursday: 0900-1000 (Employees), 1030-1130 (Supervisors)

**Ethics:** [JAGCNet Home (army.mil)](https://www.jagcnet2.army.mil/Sites/JAGC.nsf/home.xsp) Legal Service, Ethics-Online Ethics Training

**Ethics Training Certificates DO NOT need to be sent to OSJA unless you are a 450 Filer.**

**Controlled Unclassified Information (CUI)**: See link and information on SharePoint.

[[https://securityawareness.usalearning.gov/cui/index.html](https://securityhub.usalearning.gov/index.html)](https://securityawareness.usalearning.gov/cui/index.html)

**Foreign Disclosure (FD)**: This task applies to the entire workforce due to the number of foreign officers and visitors assigned to Fort Leavenworth. Review FD Training Memorandum located at: <https://cacmdc.army.mil/sites/garrison/employees/Mandatory%20Training/Forms/AllItems.aspx>

**Operations Security (OPSEC) Level I** (Newcomers and Refresher) (ALMS) <https://www.lms.army.mil>. Search for OPSEC under the training catalog.

**Suicide Prevention and Substance Abuse:** Face to Face-Offered through TEAMS during COVID OPS. Contact ASAP for Schedule.

TEAMS 365 Link:

<https://dod.teams.microsoft.us/l/meetup-join/19%3adod%3ameeting_88ca182574f44842bb3bb23d00080b14%40thread.v2/0?context=%7b%22Tid%22%3a%22fae6d70f-954b-4811-92b6-0530d6f84c43%22%2c%22Oid%22%3a%22dfa83482-f244-4ab7-9f17-cb793055bc50%22%7d>

Beginning January 2023 ASAP Training will be the 1st Tuesday and 4th Thursday of each month except for July due the holiday on the 4th

All training times are 1300-1400 Hours unless otherwise stated.

Oct 4 and 20 @ 1300

Nov 8 and 22 @ 1300

Dec 6 and 20 @ 1300

JAN 3 and 26 @ 1300

Feb 7 and 23 @ 1300

Mar 7 and 23 @ 1300

Apr 4 and 20 @ 1300

May 2 and 25 @ 1300

Jun 6 and 22 @ 1300

Jul 11 and 27 @ 1300

Aug 1 and 24 @ 1300

Sep 5 and 28 @ 1300

POC: William Smith at 684-2875 or [william.c.smith378.civ@mail.mil](mailto:william.c.smith378.civ@mail.mil)

**OPEX:**

Annual OPEX Training requirements for FY23:

* New employees must attend one of the initial "OPEX for Employees" or "OPEX for Leaders" sessions within their first year of employment.
* All other Garrison employees must complete one OPEX refresher session annually.  In FY23, the refresher sessions offered are:
  + Supervisors can choose from one of the following refresher sessions: "Employee Engagement" or "Generations"
  + Employees can choose from one of the following refresher sessions: "Using Positive Language", "Service Recovery", or "Fulfilling the Expectations of Those We Serve"

MS Teams sessions are scheduled throughout the Fiscal Year. Please see the schedule at this page: [Service Culture Campaign & OPEX Training (sharepoint-mil.us)](https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-T-USAG-Leavenworth/SitePages/PAIO_ServiceCultureOPEX.aspx) .

Please pre-register to get reminders and read-ahead material for each session. Use this [pre-registration form](https://armyeitaas.sharepoint-mil.us/sites/IMCOM-ID-T-USAG-Leavenworth/Lists/PAIO_OPEX_Registration/newform.aspx) or email facilitator Joy Chalmers at [joyce.p.chalmers.civ@army.mil](mailto:joyce.p.chalmers.civ@army.mil).

Private refresher training is delivered upon request. Sessions can be presented either in-person or via MS Teams for individuals and groups.

Employee Refresher-08 NOV @ 1400

Supervisor Refresher-15 NOV @1400

Employee Refresher-13 DEC @ 1400

Employee Refresher-10 JAN @ 1400

Initial OPEX for Employees-24 JAN @ 1400

Initial OPEX for Employees-21 FEB @ 1400

POC: Joy Chalmers; Plans, Analysis, Integration Office at 684-1758 or [joyce.p.chalmers.civ@mail.mil](mailto:joyce.p.chalmers.civ@mail.mil)

**One Time**

**Leaders Safety, Employee Safety and Risk Management**-are required to be completed one time

<https://safety.army.mil/TRAINING-COURSES/Online-Training>

POC for this training is the Garrison Safety Manager-Mr. Johnny Weaver

**Every 3 Years**

**Government Travel Card**: <https://www.defensetravel.dod.mil/neoaccess/login.php>. Only if you have a government travel card. Link to TraX, which is where the Programs & Policies – Travel Card Program (Travel Card 101) [Mandatory] training

**Reoccurring Requirements for Designated Personnel**

**Army Physical Fitness Test (APFT)** [Military Only] AR 350-1–Twice annually

**Individual Weapons Qualifications**-[Military Only] AR 350-1–Twice annually

**Global Assessment Tool (GAT)** [Military Only] –Annually: <https://armyfit.army.mil>

**Warrior Task and Battle Drills**-[Military Only] AR 350-1 Annually

**Resilience Skills and Competencies (CSF2)** [Military Only] –Annually

<https://cacmdc.army.mil/applications/CentralTasking/Lists/TasksFY21/DispForm.aspx?ID=596>

**Supervisor Development Course (SDC)** [All supervisors, every 3 years]: <https://www.atrrs.army.mil/channels/chrtas/web/application/>

**Security Program-Managing Personnel with Clearances/Access to Classified Info Awareness**: Managing Soldiers and Civilians with a Security Clearance/Access [Supervisors]: <https://www.lms.army.mil>-Annual requirement that applies to supervisors that manage employees with clearances or have access to sensitive information not available to the general workforce (blotters for example).

In the “Search” field enter “Security Training”.

**Equal Opportunity** [Military]-AR 350-1-Annual

8 NOV 22, 0930-1130 - Post Theater, 375 Grant Ave, FLKS

14 FEB 23, 0930-1130 - Post Theater, 375 Grant Ave, FLKS

10 MAY 23, 0930-1100 - Post Theater, 375 Grant Ave, FLKS

8 AUG 23, 0930-1130 - Post Theater, 375 Grant Ave, FLKS

CAC SR. MEO, MSG Joshua G. Garner, 913-682-1694, [joshua.g.garner.mil@army.mil](mailto:joshua.g.garner.mil@army.mil)