

Important Links at Your Finger Tips



REFERENCE AND PURPOSE

REFERENCE: IMCOM Training Leader Development, IMCOM REG 350-1, dated 1 June 2010

PURPOSE: The purpose for this guide is to provide employees, at all levels, with a single source document for finding Workforce Development related references, mandatory training requirements and publications. Applicable websites, regulations and forms are listed and hyperlinked for the your convenience and may be accessed by downloading this guide onto your desktop for easy reference.

This guide will change as references, regulations, forms and websites are updated or are rendered obsolete, superseded or rescinded. If users discover broken links, please contact the USAG-Grafenwoehr Workforce Development Branch for correction and update of information listed herein.

REFERENCES

- Army Civilian Training, Education and Development System (ACTEDS) <http://cpol.army.mil/library/train/acteds/>
- Army Management Staff College (AMSC) <http://www.amsc.belvoir.army.mil/main/index.jsp>
- Civilian Education System (CES) <http://www.amsc.belvoir.army.mil/academic/ces/>
- Civilian Human Resources Agency - Europe (CHRA-E) <https://cpolrhp.cpol.army.mil/eur/>
- Civilian Human Resources Training Application (CHRTAS) <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>
- Civilian Personnel Online <http://www.cpol.army.mil/#>
- IMCOM Developmental Assignment Program (DAP) <http://www.imcom.army.mil/hq/organization/hr/workforce/>
- IMCOM Publications and Regulations <http://www.imcom.army.mil/hq/organization/hr/admin/publications/>

REFERENCES

- IMCOM-E Total Army Performance Evaluation System (TAPES) Guidance February 2011
- Mentorship - Army G1 Mentorship
<http://www.armyg1.army.mil/hr/mentorship/>
- IMCOM HQ Civilian Mentoring Program
<http://www.armyg1.army.mil/hr/mentorship/>
- Office of Personnel Management
<http://www.opm.gov/>
- Official Department of the Army Forms
http://armypubs.army.mil/eforms/eforms_1.html
- Personnel Management Information and Support System (PERMISS)
<http://cpol.army.mil/library/permis/>
- Smartforce / Skillsoft e-Learning
<https://www.atrrs.army.mil/channels/eLearning/smartforce/>
- USAREUR TAPES Rating Cycle
https://cpolrhp.cpol.army.mil/eur/management/employee_performance/quick_guide_tapes.htm

FORMS and REGULATIONS

- Army Civilian Training, Education and Development System (ACTEDS) Intern Program IMCOM Regulation 690-10
<http://www.imcom.army.mil/hq/organization/hr/admin/publications/>
- Civilian Executive Development Assignments Program IMCOM Regulation 690-5
<http://www.imcom.army.mil/hq/organization/hr/admin/publications/>
- IMCOM Training & Leader Development IMCOM Regulation 350-1
<http://www.imcom.army.mil/hq/organization/hr/admin/publications/>
- Incentive Awards Program for Military & Civilian Personnel IMCOM Regulation 672-10
<http://www.imcom.army.mil/hq/organization/hr/admin/publications/>
- Individual Development Plan (IDP) IMCOM Form 8 TAPES
<https://www.us.army.mil/suite/designer>
- Leader Development Assignment Program IMCOM Regulation 215-1
<http://www.imcom.army.mil/hq/organization/hr/admin/publications/>

FORMS and REGULATIONS

- TAPES Base System Evaluation Report DA7223
<http://armypubs.army.mil>
- TAPES Base System Performance Counseling Checklist
DA7223-1
<http://armypubs.army.mil>
- TAPES Senior System Evaluation Report DA 7222
<http://armypubs.army.mil>
- TAPES Senior System Evaluation Report Support Form
DA 7222-1
<http://armypubs.army.mil>
- Total Army Performance Evaluation System (TAPES)
AR 690-400
http://armypubs.army.mil/epubs/pdf/R690_400.PDF
- Stalwart Award IMCOM Regulation 672-9
<https://www.us.army.mil/suite/designer>

IMCOM CIVILIAN TRAINING REQUIREMENTS

The employee completes all mandatory training requirements within 60 days of the Entry on Duty (EOD) date. If training was completed at another org and is up to date, current org should verify completion.

Training Frequencies: Annual as Required (AR); Annual (A); Every Two Years or Biennially (B); Varies (V)

- Accident Avoidance Course (AR)
<https://safety.army.mil/crm>
- Antiterrorism Training AT level I (A)
<https://atlevel1.dtic.mil/at>
- Army Substance Abuse Program (A)
- Combating Trafficking of Persons (A)
www.combat-trafficking.army.mil
- Composite Risk Management Training - CRM (A)
<https://safety.army.mil/training>

IMCOM CIVILIAN TRAINING REQUIREMENTS continued

The employee completes all mandatory training requirements within 60 days of the Entry on Duty (EOD) date. If training was completed at another org and is up to date, current org should verify completion.

Training Frequencies: Annual as Required (AR); Annual (A); Every Two Years or Biennially (B); Varies (V)

- Ethics Orientation & Training (A)
<http://www.ecc-e.army.mil/bavaria/>
(Click on RCO-Bavaria-GPC training)
- Information Assurance Awareness Exam- IA (A)
<https://ia.signal.army.mil/DoDIAA/default.asp>
- Operations Security (OPSEC) (A)
- SAEDA (A)
- Suicide Prevention Education (A)
- Traffic Safety Training Program (A)

IMCOM CIVILIAN TRAINING REQUIREMENTS

continued

The employee completes all mandatory training requirements within 60 days of the Entry on Duty (EOD) date. If training was completed at another org and is up to date, current org should verify completion.

Training Frequencies: Annual as Required (AR); Annual (A); Every Two Years or Biennially (B); Varies (V)

- Online SEM Registration (AR)
<https://www.us.army.mil/suite/doc/23053222>
- Sustainable Environment Management Awareness (SEM) Training (AR)
<http://army.ecatts.com>
- Freedom of Information Act (For employee who implement FOIA) (As Required)
AR 25-55
- Physical Security / Classified Access (As Required)
AR 380-5, see Section II, paragraph 9-3
- Prevention of Sexual Harassment (POSH) (B)
AR 690-600

IMCOM CIVILIAN TRAINING REQUIREMENTS continued

The employee completes all mandatory training requirements within 60 days of the Entry on Duty (EOD) date. If training was completed at another org and is up to date, current org should verify completion.

Training Frequencies: Annual as Required (AR); Annual (A); Every Two Years or Biennially (B); Varies (V)

- No Fear Act Training (B)
AR 690-600
- Emergency Preparedness (V)
www.training.fema.gov/EMIWeb/IS/is22.asp
- Privacy Act (V)
AR 25-55
- SMARTPAY (For GPC Holders) (V)
<http://www.ecc-e.army.mil/bavaria/>
(Click on RCO-Bavaria-GPC training)

Sexual Harassment Response and Prevention (SHARP) (A)