



# USAG-Grafenwoehr Civilian Workforce Resource Handbook

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FY12

**DRAFT**

The Civilian Workforce Resource Book is a compilation of the various training opportunities available for supervisors, managers and employees. Of the many professional development opportunities listed, you will find several facets of training to include mandatory training requirements, supervisory training requirements, Individual Development Plans as well as the Civilian Education System.

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## MANDATORY TRAINING FOR EMPLOYEES

<u>COURSE NAME</u>	<u>FREQUENCY</u>
Anti Harassment	Annually
Anti-Terrorism	Annually
Army Suicide Prevention	Annually
Composite Risk Management (CRM) for Army Civilians	Initial Hire and annually
Employee Assistance Program	Annually
Emergency Preparedness	Initial Hire; Renewal as Required
* Ethics	Annually
Manager's Internal Control Program	Annually
* No Fear Act	Biennially
OPSEC	Annually
Privacy Act	Annually
EMS Awareness	Annually
* Smart Pay	Annually
TARP (replaced SAEDA)	Annually

\* Currently, Ethics is only required for OGE 450 filers and GPC holders.

\* Smart Pay is required only for GPC holders.

\* No Fear – Calendar years 2012, 2014, 2016, 2020

**SUPERVISORS AND MANAGERS TRAINING REQUIREMENTS**

<u>Course Name</u>	<u>Proponent</u>	<u>Requirement</u>
HR for Supervisors	CPAC	Required within first 365 days
HR for Supervisors –LN	CPAC	
EEO for Managers	EEO	
Reasonable Accommodation		
Supervisor Development Course		
Manager Development Course		
NAF HR for Supervisors		
Appropriate CES Courses		See pages

## **INDIVIDUAL DEVELOPMENT PLANS**

Per IMCOM guidance in accordance with AR 315-1, all employees must have a current Individual Development Plan (IDP). IDPs are tools utilized for establishing the blue print for professional development for the workforce and assist employees in reaching their career goals within the context of organizational missions and objectives. IDPs also allow for budgeting with regard to training dollars. In support of and in accordance with the IMCOM mandated guidance, IDPs will be completed for all Garrison employees. The IDP will outline the means to develop and sustain civilians capable of supporting the Army's mission through continuing education and training opportunities.

There are several options available to meet this requirement to include CHRTAS and IMCOM Form 8. Currently, Workforce Development is endorsing the use of CHRTS IDP because of its benefits and advantages. The CHRTS IDP is beneficial in that it follows the employee throughout his or her career and can be accessed from anywhere at any time. It is accessible with the employee's CAC pin, AKO Username and Password or SSN and Date of Birth. Any courses taken through Skillport, Army Training Knowledge Online, Army Learning Management System and are ATRRS based will automatically appear in the employee's training history. The CHRTS IDP allows employees to self-declare training in order to have it become a part of his or her training record in DCPDS with supervisor approval. The CHRTS IDP can be accessed at:

<https://www.atrrs.army.mil/CHANNELS/CHRTAS/STUDENT/MAIN.ASPX>

Workforce Development is aware that there are extenuating circumstances and not all employees have computer access thereby making it difficult to utilize the CHRTS IDP. In these instances, please use IMCOM Form 8. A sample is located in Appendix A.

IDPs should be discussed:

- ✓ When employees are initially put on standard
- ✓ At the midpoint evaluation
- ✓ At the end of the rating cycle in conjunction with the performance evaluation.

\* Workforce Development offers a 1 hours class on the completion of IDPs within CHRTAS.\*

<b>INDIVIDUAL DEVELOPMENT PLAN (IDP)</b> <b>Installation Management Command (Draft)</b>		IDP YEAR (FY) ____ (1 Oct – 30 Sep)	
		____ INITIAL IDP ____ REVISED IDP	
IMCOM Regulation 690-XX, Workforce Development Program, requires that IDPs be prepared and maintained for IMCOM employees. It provides procedures and guidance on establishing IDPs. The IDP is drafted by the employee and annual rater to address training needs and career plans. It should be generated in conjunction with the performance management review, and may be revised at any time. This tool can provide employees with the opportunity to continuously improve in current job performance, prepare for opportunities for future career growth, and enhance their ability to further contribute to the organization. Civilian employees and supervisors are responsible for insuring their education and training is correctly reflected in the Defense Civilian Personnel Data System (DCPDS).			
<b>SECTION A – EMPLOYEE INFORMATION</b>			
1. NAME <i>(First Name/MI/Last Name)</i>		2. OFFICE SYMBOL	
3. POSITION TITLE		4. PAY PLAN	5. SERIES/GRADE
6. E-MAIL ADDRESS		7. WORK PHONE (COM/DSN)	
<b>SECTION B – CAREER GOALS</b>			
8. SHORT TERM <i>(1-2 years—list 2 positions as your short term career goals)</i>			
9. LONG TERM <i>(3-5 years—list 2 positions as your long term career goals)</i>			
<b>SECTION C – SIGNIFICANT TRAINING AND DEVELOPMENT COMPLETED SINCE LAST IDP</b>			
10. NAME OF COURSES	11. SOURCE OF TRAINING	12. DATE COMPLETED	

<b>INDIVIDUAL DEVELOPMENT PLAN</b>			
<b>SECTION D – DEVELOPMENT GOALS</b>			
13. GOAL OR TARGETED COMPETENCY	14. DEVELOPMENT ACTIVITY – EDUCATION, TRAINING OR PROFESSIONAL DEVELOPMENT SOURCES	15. OUTCOME DESIRED	
<b>SECTION E – CAREER BROADENING/JOB ROTATIONAL ASSIGNMENTS</b>			
16. ASSIGNMENT			
17. PROJECTED START DATE			
18. DURATION			
19. COMPETENCY OBJECTIVES			
<b>SECTION F – 5-YEAR DEVELOPMENT PLAN</b>			
20. LIST COURSE TITLE/TRAINING BY FISCAL YEAR (FY)			
FY			
<b>SECTION G – SIGNATURES</b>			
21. EMPLOYEE SIGNATURE		DATE	
22. SUPERVISOR'S PRINTED NAME		DUTY PHONE	
23. TITLE		E-MAIL	
24. SUPERVISOR'S SIGNATURE		DATE	

## **THE ARMY CIVILIAN TRAINING, EDUCATION AND DEVELOPMENT SYSTEM (ACTEDS)**

The Army Civilian Training, Education and Development System is a Department of the Army (DA) system, whose main purpose is to provide Army managers and careerists with policy and supporting guidance for systematic, competency-based career planning and development. This system blends on-the-job training (OJT), with formal education and classroom training, collaborative distance learning, developmental assignments, self-development activities, etc. Requirements in ACTEDS plans are specific to the Army Intelligence Career Program (CP-35) in the Defense Civilian Intelligence Personnel System (DCIPS). DCIPS is an excepted service civilian personnel system for the DOD Intelligence Community (IC) and was formerly known as the Civilian Intelligence Personnel Management System (CIPMS).

The objectives of the ACTEDS are to:

Achieve a High Quality Workforce.

Strengthen the Army IC.

Enhance Professionalism.

Provide Corporate Perspectives and Link to Personnel Actions.

Facilitate Supervisor – Careerist Discussion and Agreement.

Increase Priority of Training and Development.

Improve the Work Environment.

Allow for Flexibility.

Support Dual Track Development.

Balance Institutional Training and Experience.

For more information on ACTEDS and Career Plans, please visit:

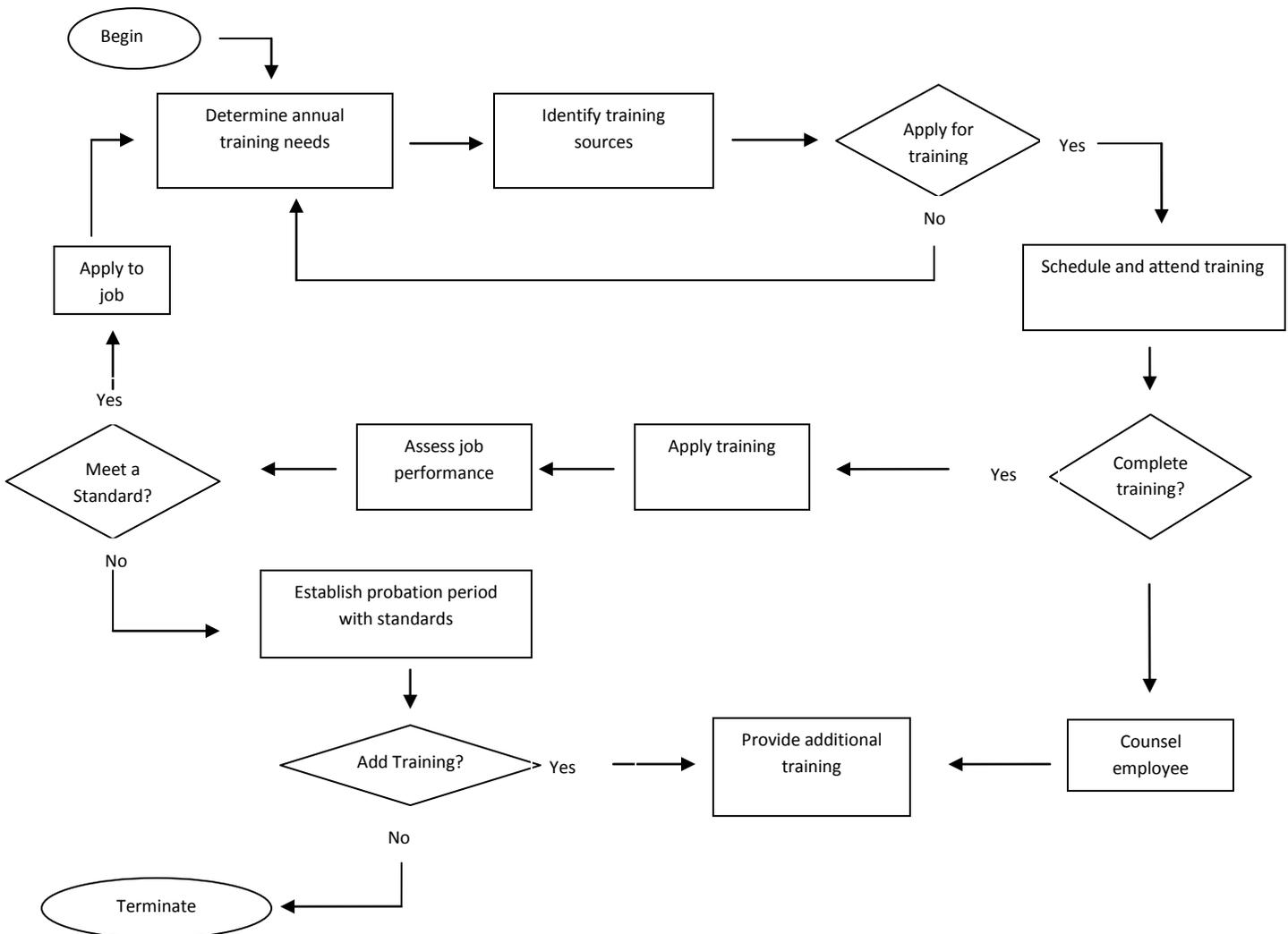
<http://cpol.army.mil/library/train/acteds>

<http://cpol.army.mil/library/train/catalog>

## CIVILIAN LEADER DEVELOPMENT PROCESS

The process of development is inextricably linked to the human resource management life cycle (requirements, accession, sustainment, separation). Based on the needs assessment process, managers must select the correct tools to help employees (individually or in teams) develop the knowledge, skills and abilities they need to improve performance.

The human resources development toolbox contains many performance-based solutions in addition to traditional classroom training. Good development programs include other common methodologies, such as: coaching and mentoring, on-the-job training, developmental job assignments, job aides, expert systems and independent study, as well as classroom training. In today's environment, employees need to be multi-skilled and flexible to continue to be a valuable asset to high performing organizations.



## **What is the Civilian Leader Improvement Battery (CLIMB)?**

CLIMB is a voluntary Web-based self-assessment tool that identifies your leadership strengths and weaknesses. CLIMB is a two-part assessment that includes a Personal Characteristics Assessment and a 180-degree Self-Supervisor Assessment. The assessment measures you on 27 leadership competencies. Your feedback report also provides links to training opportunities to build your strengths and address any weaknesses.

CLIMB is a collaborative tool the Department of Army and the Department of the Navy use to assess skills. All Army and Navy personnel and anyone with a “.mil” email address is eligible to take the assessment. The tool targets professional employees who aspire to supervisory, managerial, or executive leadership positions.

### **What will CLIMB do for me?**

CLIMB enables you to:

- ☐ Explore your interest in pursuing a leadership role.
- ☐ Measure your leadership skills.
- ☐ Direct you toward the most beneficial training to build on strengths and improve weaknesses
- ☐ Facilitate a coaching/mentoring relationship with your supervisor.

### **How do we benefit from these assessments?**

The rationale for using these tools is that given the increased demand for civilian leaders capable of implementing the dramatic changes emerging from the performance based culture, these tools will allow DoD civilian employees and supervisors to voluntarily assess their supervisory competencies and get the training they need to grow and advance.

### **CLIMB is not:**

- ☐ A guarantee of either training or advancement.
- ☐ A measure of personality or traits (e.g., Myers Briggs).

- ☐ Useful unless employees and their supervisors or mentors discuss results and agree on action plans.

### **Is the CLIMB voluntary?**

The CLIMB is strictly voluntary and is only for developmental purposes and in no way impacts performance appraisal ratings, promotion, training opportunities, or any other benefits of employment.

### **CLIMB involves a two-part assessment:**

- ☐ The *Personal Characteristics Assessment* poses 92 questions asking you about your work-related background experiences that have been shown to predict superior job performance. The questions are grouped into categories which relate to one or more of the 27 Army leadership competencies. These background questions ask about your past job related experiences and compare your responses to those given by 2,500 civilian supervisors. The more similar the pattern of your responses is to known successful supervisors, the higher the score. The tool generates a 10 or 12 page graphical and narrative feedback report. This report helps you understand where your strengths and weaknesses are, the types of work you prefer, and situations you likely see out or avoid.
- ☐ The *Self-Supervisor Assessment* asks you to provide ratings on a 1 to 5 scale as to how well you perform 105 tasks. Each task is linked to the 27 leadership competencies. You will be asked to provide a rating as to how competent you think you need to be on these tasks for the next position you are seeking (e.g., team lead, supervisor, manager, etc). These responses are stored and your mentor/supervisor is sent an e-mail (which you provide) inviting him/her to complete the same assessment with you in mind. He/She provides 1) ratings of your current competence on the tasks and 2) rating on the competence level required on the 105 tasks in the next job you are seeking. The software then hooks the tasks back up to the competencies to produce reports showing how you rated yourself in comparison to how your supervisor rated you as well as how both of you agree and disagree on what competency levels are required for the target job you are seeking.

To take the Civilian Leader Improvement Battery, go to the **Civilian Personnel On-Line Training and Career Development** web page at:

<http://cpol.army.mil/library/train/ces/>, scroll down to **Civilian Leader Development Assessment** and click on Civilian Leadership Improvement Battery. Or you can click on the following link to access CLIMB: <http://www.123assess.com/climb/home.do>

## **CILIVIAN EDUCATION SYSTEM (CES)**

As you start to create your Individual Development Plan, you may want to consider the CES courses and how they fit into and enhance your professional development.

### **Foundation Course (FC)**

**Course Number:** ATRRS (1-250-C59 (DL))

**Mode:** Distributed Learning Web

**Location:** Civilian Human Resource Training Application System  
<https://www.atrrs.army.mil/channels/chrtas/default.asp>

**Eligibility Requirements:** This course is required for all interns, team leaders, supervisors and managers hired after 30 September 2006. Employees with a break in service, and previous service date is before 30 September 2006, are required to take FC. Interns are required to complete the FC before completion of the intern program. The FC is available to other members of the Army Civilian Corps for self-development.

**Purpose:** Provides employees with an understanding of the structure of the U.S. Army, the Army's leadership doctrine and the personnel system for Department of Army civilians.

**Description:** The FC course objectives are to understand U.S. Army leadership doctrine; Increase self-awareness, as it relates to their profession; understand team building, group dynamics, and effective communication; assess individual values and how they relate to professional ethics; understand how to manage professional advancement and leverage career potential; and complete administrative requirements expected of DA civilians.

**Application Process:** Self registration through CHRTAS using AKO logon and password or CAC required for enrollment.

**Funding:** No cost to participants

The Foundation Course & Course Materials are located in the Army Learning Management System (ALMS). To access ALMS, log into AKO, go to Self Service > My Training > ALMS.

## **CIVILIAN EDUCATION SYSTEM (CES)**

### **Basic Course (BC)-Distributed Learning (DL) and Resident**

**Course Number:** ATRRS (1-250-C-60 (DL) & 1-250-C60 phase 2)

**Mode:** Distributed Learning Web and Classroom

**Location:** Civilian Human Resource Training Application System

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

Resident Course located at Army Management Staff College-West, Fort Leavenworth, Kansas

**Eligibility Requirements:** This course designed for civilian leaders who exercise direct leadership to effectively lead and care for teams; Army employees with a permanent appointment to a supervisory or managerial position; military supervisors of civilian employees and other DoD employees. Applicants must have completed the Foundation Course (FC) if employed as an Army civilian after 30 September 2006 or had a break in service, and previous service date is before 30 September 2006. Applicants must have a current TAPES performance rating of successful or NSPS rating of Level (2) or above, and be in good standing regarding conduct.

#### **Admission Priorities:**

**Priority 1-**Required course all Army civilians newly assigned as team leaders or to supervisory or managerial position with the one-year supervisory probationary period requirement and have not received credit for course/experience substitution for the Basic Course.

**Priority 2-**Army civilian employees and other DoD Employees participating in an Army endorsed supervisory or manager development program (e.g. DoD Executive Leadership Program (DELDP), Defense Leadership and Management Program (DLAMP), and the Army Fellows Program.

**Priority 3-**Military supervisors of civilians and other DoD leaders. Distributed Learning (DL) course is available to other members of the Army Civilian Corps as self-development.

**Purpose:** Designed for civilian leaders who exercise direct leadership to effectively care for teams. Training focuses on basic education in leadership and counseling fundamentals, interpersonal skills and self-awareness.

## **CIVILIAN EDUCATION SYSTEM (CES)**

### **Basic Course (BC)-Distributed Learning (DL) and Resident (continued)**

**Description:** The BC consists of a DL course and a two week resident course. The resident course will be taken after successful completion of the dL course and takes place in a university setting encompassing a classroom environment and small group seminars.

**Application Process:** Self registration through CHRTAS using AKO logon and password or CAC required for enrollment.

**Enrollment Process:** A web-based dL pre-assessment (within the course) will identify individual needs for specific dL modules. The dL phase must be completed prior to taking the resident phase. Those unable to successfully complete the dL course are not eligible for the resident phase of the BC. Employees in supervisory and managerial positions must complete the dL and resident course of the BC within one year after assignment or the effective date of this policy (whichever is later) to a supervisory or managerial position to meet the one-year supervisory probationary period. The time length between completing the dL course and beginning the resident course should not exceed 180 days. dL course has review or "reach back" capability as a refresher for those who will not immediately be attending the resident course. Quotas are assigned to Army organizations based on the population of civilian employees identified as requiring the course. Applicants are screened for eligibility based on policy eligibility, admission priorities and prerequisites.

**Funding:** Most permanent Army civilians to include Local National employees are centrally funded. Military members; term and temporary employees; and non-Department of the Army employees, for example, are funded through their own organizations.

## **CIVILIAN EDUCATION SYSTEM (CES)**

### **Intermediate Course (IC)-Distributed Learning (DL) and Resident**

**Course Number:** ATRRS (1-250-C-61 (DL) & 1-250-C61 phase 2)

**Mode:** Distributed Learning Web and Classroom

**Location:** Civilian Human Resource Training Application System

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

Resident Course located at Army Management Staff College-West, Fort Leavenworth, Kansas

Army Management Staff College-East, Fort Belvoir, Virginia

**Eligibility Requirements:** Designed for Army civilian employees in a permanent appointment to a supervisory or managerial position; military supervisor of civilian employees and other DoD leaders. Applicants must have completed the Foundation Course, if required, and the Basic Course or have Basic Course course/experience substitution. Applicants must have a current TAPES performance rating of successful or NSPS rating of Level (2) or above, and be in good standing regarding conduct.

#### **Admission Priorities:**

**Priority 1** - Required course for all Army civilians in a permanent appointment to a supervisory or managerial position and have not received course/experience substitution.

**Priority 2** - Army civilian employees and other DoD employees participating in an Army endorsed supervisory or manager development program (e.g. DoD Executive Leadership Program (DELDP), Defense Leadership and Management Program (DLAMP), and the Army Fellows Program.

**Priority 3** - Military supervisors of civilians and other DoD leaders. Distributed Learning (DL) course is available to other members of the Army Civilian Corps as self-development.

**Purpose:** Designed for civilians in supervisory or managerial positions. This target population is by necessity more adaptive, innovative, self-aware, and prepared to effectively lead and care for personnel and manage assigned resources. Training and developmental exercises focus on planning, team building, establishing command climate, and stewardship of resources.

## **CIVILIAN EDUCATION SYSTEM (CES)**

### **Intermediate Course (IC)-Distributed Learning (DL) and Resident (continued)**

**Description:** The IC consists of a dL course (pre-assessment determines individual length) and a three week resident course. The resident course will be taken after successful completion of the dL course and takes place in a university setting encompassing a classroom environment and small group seminars.

**Application Process:** Self registration through CHRTAS using AKO logon and password or CAC required for enrollment.

**Enrollment Process:** A web-based dL pre-assessment (within the course) will identify individual needs for specific dL modules. The dL phase must be completed prior to taking the resident phase. Those unable to successfully complete the dL course are not eligible for the resident phase of the IC. Employees in supervisory and managerial positions must complete the dL and resident course of the IC within two years after assignment to a supervisory or managerial position to meet the two-year supervisory probationary period. The time length between completing the dL course and beginning the resident course should not exceed 180 days. dL course has review or "reach back" capability as a refresher for those who will not immediately be attending the resident course. Quotas are assigned to Army organizations based on the population of civilian employees identified as requiring the course. Applicants are screened for eligibility based on policy eligibility, admission priorities and prerequisites.

**Funding:** Most permanent Army civilians to include Local National employees are centrally funded. Military members; term and temporary employees; and non-Department of the Army employees, for example, are funded through their own organizations.

## **CIVILIAN EDUCATION SYSTEM (CES)**

### **Advanced Course (AC)-Distributed Learning (DL) and Resident**

**Course Number:** ATRRS (1-250-C-62 (DL) & 1-250-C62 phase 2)

**Mode:** Distributed Learning Web and Classroom

**Location:** Civilian Human Resource Training Application System

<https://www.atrrs.army.mil/channels/chrtas/default.asp>

Resident Course located at Army Management Staff College-East, Fort Belvoir, Virginia

**Eligibility Requirements:** Designed for Army civilian employees in a permanent appointment to a supervisory or managerial position at GS-13 and above or comparable pay band; military supervisors of civilian employees and other DoD leaders. Applicants must have completed the Foundation Course, if required, and the Basic Course, Intermediate Course or have received course/experience substitution for each. Applicants must have a current TAPES performance rating of successful or NSPS rating of Level (2) or above, and be in good standing regarding conduct.

### **Admission Priorities:**

**Priority 1** - Required course for all Army civilians in a permanent appointment to a supervisory or managerial position. AC must be completed within two years from placement in supervisory position Required course for all Army civilians in a permanent appointment to a supervisory or managerial position, GS-13 and above who have not received course/experience substitution.

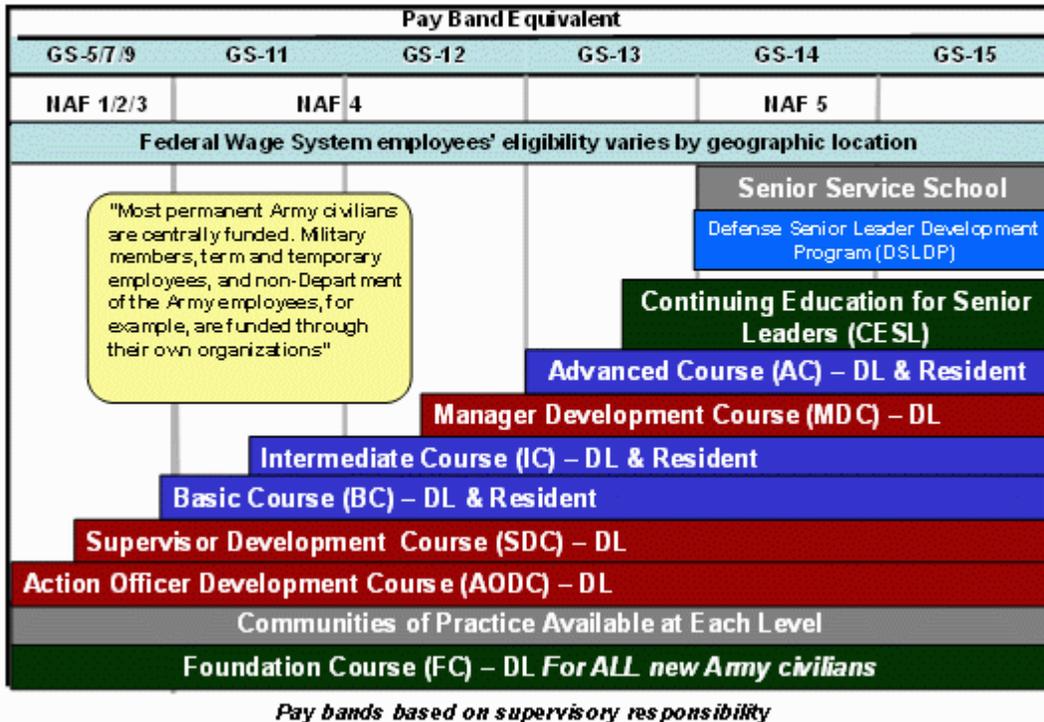
**Priority 2** - Army senior level civilians, GS-13 and above or comparable pay band, currently not in a supervisory or managerial position.

**Priority 3** - Military supervisors of civilians and other DoD leaders. Distributed Learning (dL) course is available to other members of the Army Civilian Corps as self-development.

**Purpose:** Designed for civilian leaders who exercise direct leadership to effectively care for teams. Training focuses on basic education in leadership and counseling fundamentals, interpersonal skills and self-awareness.

**CIVILIAN LEADER DEVELOPMENT**

## Civilian Leader Development Overview



**The Action Officer Development Course (AODC)** is a web-based course with a focus on staff work practices in the Army, organization and management, solving problems, making decisions, communications, writing to the Army standard, conducting briefings and ethics. AODC is required for all interns prior to completion of their intern program. The link to the Army Distributed Learning Program category is under Training and Leader Development (<http://www.train.army.mil>).

**The Supervisory Development Course (SDC)** is a web-based course with a focus on leading, managing and human resource functions. This course is required for all newly appointed civilian supervisors within six months of appointment/assignment to their first supervisory position. Military personnel who supervise civilian employees are also required to complete this course within six months but no later than 12 months after their assignment to a position where they are required to supervise civilians. The SDC is recommended training for all team leaders. New link to the Army Distributed Learning Program category under Training and Leader Development (<http://www.train.army.mil>).

## **CIVILIAN LEADER DEVELOPMENT (continued)**

**The Manager Development Course (MDC)** is a web-based course with focus on managing, leading and humans resources management. The lessons provide information on organizational culture, time management, problem solving, decision making, planning and programming the budget, manpower management and professional ethics. MDC is available as self development for all Army employees and is recommended for all supervisors and managers before attending the Advanced Course. The link to the Army Distributed Learning Program category under Training and Leader Development (<http://www.train.army.mil>).

## **ONLINE SOURCES OF TRAINING**

### **Army e-Learning (Skillport)**

The Army's eLearning Program, accessed through the Army Knowledge Online, provides over 5,000 courses to every Active Army, Army National Guard, Army Reservist/IRR, Army ROTC (MS III & IV) Cadet and Department of Army civilian free of charge to the employee and their organization. There are a multitude of courses that can be accessed 24 hours a day, 7 days a week. There are over 2,600 web-based courses to include Rosetta Stone Foreign Language courses, IT, and Business courses that can be accessed from any computer as long as you have a .mil email address. For more information about e-Learning, sign in to AKO, look under the Self-Service tab, select the My Education link and select e-Learning. (<http://www.us.army.mil>)

### **Army Training Knowledge Online**

Army Training Knowledge Online is a training source for civilians. The Action Officer Development Course, Manager Development Course are all housed in the Army Training Knowledge Online website.

### **Army Learning Management System (ALMS)**

The Army Learning Management System is an automated information-management system focused on Distributed Learning training. Distributed Learning is a method of instruction that relies primarily on indirect communication between students and teachers, including internet or other electronic-based delivery, teleconferencing or correspondence. The ALMS was designed to help students, trainers, and training managers to conduct and manage training throughout students' Army careers. ALMS is used to register and enroll students; monitor testing and student progress; distribute, store, and present education and training products; maintain training and education records; collect and store feedback and evaluations; and provide a database of education and training products and resources. It will enable soldiers to take distributed learning courses and manage their training records and allow civilians to take Department of the Army-directed training. The ALMS is accessible from the Army Knowledge Online Web site, providing one central location for soldier and civilian employee training needs.

## **WELLNESS PROGRAM**

### **Civilian Wellness Program**

The Civilian Wellness Program is a 6 month long program that includes three 1-hour sessions for exercise allotted weekly for participants. Employees are encouraged to take the challenge and enroll in the President's Challenge. For more information go to: <http://www.presidentschallenge.org/>

**Objectives:** To assist employees in making behavior changes that will ultimately result in an overall healthy lifestyle.

**Target Audience:** DA Civilians and Local Nationals

**Mandatory For:** Optional

**Prerequisite:** N/A

**Cost:** \$0.00

**Length:** 6 months

**Offered:** In 6 month cycles

**Location:**

**Registration:** Application packet must be filled out by the employee and supervisor, and returned to: \_\_\_\_\_.

## Civilian Personnel Advisory Center (CPAC) Course Offerings

# SAMPLE

### Human Resources (HR) for Supervisors (APF OR NAF)

Introduction to and philosophy of HR within the Army structure for supervisors.

**Objectives:** For supervisors to learn:  
Human resources, laws, regulations and policies  
Merit system principles  
Prohibited personnel practices  
Classification  
Staffing  
HR development (HRD)  
Labor/Management Employee Relations (L/MER)

**Target Audience:** Supervisors new to the Army Civilian Human Resource Agency

**Mandatory For:** Supervisors within one year of assuming supervisory duties

**Authority:** 5 CFR

**Prerequisite:** Supervisor's on-line course can be found at  
<http://www.chra.army.mil/TMD/cpoc>

**Cost:** \$0.00

**Length:**

**Offered:** Varies

**Location:**

**Registration:** Through CHRTAS at

<https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>

### CSRS/FERS Retirement Seminar

An introduction to the various aspects of retirement. Topics include: Eligibility Requirements, Computation of Benefits, Potential Annuity Reductions, Health & Life Insurance.

**Objectives:**

Provide a thorough understanding of all aspects of retirement

**Target Audience:**

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:** Varies

**Location:**

**Civilian Personnel Advisory Center (CPAC) Course Offerings**  
**(continued)**

**SAMPLE**

**CSRS/FERS Retirement Seminar (continued)**

**Registration:** Through CHRTAS at

<https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx?caller=1>

**DIRECTORATE OF EMERGENCY SERVICES (DES)**

**SAMPLE**

**Fire Marshal Training**

This course covers the role of the designated fire marshal. It also gives you the opportunity to learn about the different types of fire extinguisher and how to use them correctly. This course is suitable for those who are responsible for overseeing fire safety, designated fire marshals and anyone who needs to know how to use a fire extinguisher. The course will present an insight into fire regulations and general fire precautions. It aims to provide you with the knowledge to become a fire marshal.

**Objectives:**

- \* The role of the fire marshal
- \* Liaison with the fire service
- \* Action on discovering a fire
- \* Fire safety legislation
- \* The chemistry of fire
- \* Common causes of fire
- \* Fire safety precautions
- \* Fire drills and evacuation
- \* How to use fire extinguishers

**Target Audience:** The Community

**Mandatory For:** All Fire Department personnel and it is voluntary for our community

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Location:**

**Offered:**

**For Registration** Call DSN:

Directorate of Human Resources  
Administrative Services Division (ASD)

**SAMPLE**

**Army Records Information Management System (ARIMS)**

This course teaches the new Recordkeeping System for the Army. It provides authorized Army personnel with web-based tools and technology to manage both hard copy and electronic Army records.

**Objectives:** Learn how to manage your Records for your office and unit.

**Cost:** \$0.00

**Target Audience:** Military and DA Civilian personnel

**Mandatory for:** Military and DA Civilian personnel

**Prerequisites:** ARIMS on line training at [www.arims.army.mil](http://www.arims.army.mil). All areas are addressed in this training module. A signed memorandum from your supervisor stating you have completed this training is required.

**Length:**

**Offered:**

**Location:** Varies

**For Registration Call DSN:**

**Website:** [www.arims.army.mil](http://www.arims.army.mil)

**Unit Mail Service Training Course**

This course trains unit mailroom personnel on mailroom operations and procedures.

**Objectives:** To sustain qualified personnel in handling mail.

**Target Audience:** Units with mailrooms

**Mandatory for:** Unit Mail Clerks/Orderlies and Unit Postal Officers

**Prerequisite:**

**Cost:** \$0.00

**Length:**

**Offered:**

**For Registration Call DSN:**

Need AKO Login and Password. Bring CAC card to training.

Directorate of Human Resources  
Military Personnel Division (MPD)

**SAMPLE**

**Casualty Assistance Officer (CAO)/Casualty Notification Officer (CNO) Training**

This training is designed to certify Soldiers to assume the duties of either CAO or CNO. It covers the requirements of these duties and how to carry them out by using the most up-to-date procedural guidance, role-playing, and real-life experiences of survivors of fallen Soldiers.

**Objectives:**

1) Train and certify Soldiers to assume the roles, functions, and responsibilities of CNOs and/or CAOs; 2) Respond flexibly to the variety of challenges that may arise—to expect the unexpected; 3) Take care of the hearts of the next of kin, by stressing empathy and understanding the emotional issues involved in grief and bereavement.

**Cost:** \$0.00

**Target Audience:**

**Mandatory for:**

**Prerequisites:**

**Length:**

**Offered:**

**Location:**

**For Registration Information Call:**

**Website:**

**Directorate of Human Resources**  
**Workforce Development Division (WFD)**

**SAMPLE**

**The ONE Program**

The ONE Program is an orientation for new employees. The program is completed in 3 phases (1) In-processing with CPAC, (2) Conducted desk side with the supervisor, and (3) Conducted in a welcome briefing with the Garrison Commander.

**Objectives:**

To establish the framework for successful integration into the workforce.

**Cost:** \$0.00

**Target Audience:** All newly hired IMCOM employees

**Mandatory for:** All newly hired IMCOM employees

**Prerequisites:** None

**Length:** Varies

**Offered:** Ongoing

**Location:** Varies

**Registration:** N/A

**Website:** N/A

**The Civilian Mentoring Program**

The Civilian Mentoring Program establishes a functional and effective mentoring program designed to enhance employee professional and career development, promote opportunities for professional success, and encourage succession planning, ultimately resulting in a highly trained and capable civilian workforce.

**Objectives:**

To promote opportunities for professional success and development as well as encourage succession planning

**Cost:** \$0.00

**Target Audience:** IMCOM employees

**Mandatory for:** Optional

**Prerequisites:** None

**Length:**

**Offered:**

Directorate of Human Resources  
Workforce Development Division (WFD)  
continued

**SAMPLE**

**The Civilian Mentoring Program (continued)**

**Location:**

**Registration:**

**Website:**

Directorate of Logistics (DOL)

**SAMPLE**

**Rail Load Hands-on Training**

This course provides training on the proper methods for securing wheeled and tracked vehicles on the chain equipped railcars that are currently used for moving military equipment in accordance with TEA Pamphlet 55-19, Tiedown Handbook for Rail Movements.

**Objectives:**

- Provide soldiers with experience of driving equipment onto and off railcars in a safely manner.
- Provide soldiers with knowledge on proper tie-down and unchaining of equipment on railcars.

**Target Audience:** Military

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Information Call:**

Directorate of Plans, Training, Mobilization and Security (DPTMS)

**SAMPLE**

**Threat Awareness and Reporting Program (TARP) and Operational Security (OPSEC)**

TARP reviews sabotage and espionage directed against the Army, provides profiles of terrorists, and steps or procedures to follow in reporting incidents.

**Objectives:** Students will learn to:

Define subversion, espionage, and TARP

Fully understand the different ways intelligence is gathered

Define what a terrorist is and the purpose of a terrorist

Use the steps and procedure to implement if approached

Reduce the risk of a terrorist attack

**Target Audience:** Military, government employees and contractor personnel

**Mandatory For:** IAW AR 381-12, all military, government and contractor personnel

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Information Call DSN:** Eric Donald, 526-0561

**Quarterly Security Managers Certification Course**

This course teaches requirements for all security disciplines required on the installation to meet the requirement for all units/directorates to have designated Security Manager.

**Objectives:** To certify the Security Manager as required by AR 380-5 by teaching:

- Information Security
- Personnel Security
- Industrial Security
- Physical Security
- Automated Data Processing (ADP) Security
- Communications Security (COMSEC)

**Target Audience:** Security Managers of units (BN size and higher and directorates)

**Mandatory For:** Security Managers

**Prerequisite:** GS-7/E-5 and above

Directorate of Plans, Training, Mobilization and Security (DPTMS)  
(continued)

**SAMPLE**

**Quarterly Security Managers Certification Course (continued)**

**Cost:** \$0.00

**For Registration Information Call DSN:**

**Length:**

**Offered:**

**Location:**

**Biannual Security Managers Annual Refresher Training**

This course reinforces requirements for all security disciplines required on the installation to meet the requirement for all directorates to have designated Security Manager.

**Objectives:** To certify the Security Manager as required by AR 380-5 by teaching:

Information Security

Personnel Security

Industrial Security

Physical Security

Automated Data Processing (ADP) Security

Communications Security (COMSEC)

**Target Audience:** Security Managers of directorates

**Mandatory For:** Security Managers

**Prerequisite:** Security Manager Certification Course

**Cost:** \$0.00

**For Registration Information Call DSN:**

**Length:**

**Offered:** Biannually

**Location:**

**Website:**

## Directorate of Public Works (DPW)

# SAMPLE

### Repair and Utility Facility Maintenance Course (R&U Course)

The R&U Course is designed to instruct service members and civilians on the basics of facility and utility repairs on a self-help program basis. The R&U Course is established to make it possible for each unit/directorate/agency to keep its respective area in a high state of repair. The course includes instruction on repairs and utilities of facilities, explains unauthorized construction/modifications of facilities, mission fund and construction, non-fareware-and-tear, statement of charges, report of survey, building key control, and service orders and pick up of supplies.

#### **Objectives:**

- General safety
- Fire prevention
- Regulations and forms
- Energy conservation
- Plumbing workshop
- Carpenter drawings/tool safety/repair theory
- Sheetrock, glass, lock, and screen repairs
- Warehouse materials available for self-help

**Target Audience:** Military members/civilian employees appointed as a designated representative their facility/building

**Mandatory For:** Designated R&U Representatives for their facility/building appointed by their commander/director

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Information Call DSN:**

### Self-help weed control program

In order to meet strict regulatory requirements for application of these products, units who wish to participate in the Self-Help Weed Control Program must have their military/civilian members trained in the proper handling, transport and application of herbicides.

#### **Objectives:**

- Safety of equipment/Individual
- Security of equipment

Directorate of Public Works (DPW)  
(continued)

**SAMPLE**

**Self-help weed control program (continued)**

- Use of equipment
- Application of herbicide
- Square footage calculation

**Target Audience:** All soldiers/civilians that want to control weeds in their unit areas

**Mandatory for:** N/A

**Prerequisites:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Information Call:**

**Website:**

**Directorate of Resource Management (DRM)**

**SAMPLE**

**Department of Defense (DOD) Government Purchase Card, Part 1**

This online course is the first part of the two-part Government Purchase Card curriculum. It is self paced and can be completed entirely online. This course introduces the basics of the DOD Government Purchase Card program, including the laws and policies that govern the program.

**Objectives:** Students will learn to use:  
Electronic billing statements  
Purchase limits  
Split purchases  
Account certification  
Billing official and cardholder responsibility

**Target Audience:** Anyone desiring knowledge and understanding of the Government Purchase Card program

**Mandatory For:** ALL prospective cardholders, billing officials and alternate billing officials. This course may also be used to satisfy the GPC refresher course training required every year. This course is strongly recommended for all S-4's, unit comptrollers and resource managers.

**NOTE:** Students must register at the website in order to obtain the user id/password to complete the training. The course, test and certificate are obtained through a different website.

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:** Continuously

**Location:** Online, Continuous Learning Center, Defense Acquisition University

**Registration:** <https://atrrs.army.mil/channels/aitas>

**Website (Course/test/certificate):**

**Directorate of Resource Management (DRM)**  
**(continued)**

**SAMPLE**

**DoD Government Purchase Card, Part 2**

This course, taught in a classroom environment, is the second part of the two-part Government Purchase Card curriculum. The course material is presented through lecture and slide presentation. This course covers the procedures and purchasing practices that are particular to the Army and Fort Carson, including record keeping, legal/ethical issues, fraud detection, penalties for credit card abuse/misuse, reporting GPC purchases to property book, –greenll procurement, hazardous materials, prohibited purchases, purchases requiring pre-approval and mandatory sources of supply. Presented by DOC, it features speakers from SJA, CID, IPBO, DOIM and DECAM.

**Objectives:** Students will:

Complete the two-part DoD Government Purchase Card class

Learn to use procedure and purchasing practices that are particular to the Army and IMCOM-Europe.

**Target Audience:** All prospective cardholders, billing officials and alternate billing officials; those cardholders needing to satisfy the GPC refresher course training required every year; strongly recommended for all S-4's, unit comptrollers and resource managers; anyone desiring knowledge about, and understanding of, the Government Purchase Card program.

**Mandatory For:** All prospective cardholders, billing officials and alternate billing officials; those cardholders needing to satisfy the GPC refresher course training required every year.

**NOTE:** All students must pre-register, no walk-ins will be admitted. Students are required to print out course materials and bring them to class. The requisite materials include SOPs, references, forms, checklists, etc., and should be read prior to attending the class.

**Prerequisite:** Completion Certificate from DoD Government Purchase Card, Part 1 – Online course and completed Fort Carson Form FC 68-8.

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Information Call DSN:**

**Website:**

**Army Career and Alumni Program (ACAP)**

**SAMPLE**

**Name of Class Offered:**

**Synopsis and Applicable Regulation:**

**Objectives:**

**Target Audience:**

**Mandatory For:**

**Prerequisite: N/A**

**Cost: \$0.00**

**Length:**

**Offered:**

**Location:**

**For Registration Information Call DSN:**

**Website:**

Army Community Service (ACS)

**SAMPLE**

Army Family Team Building (AFTB) Level I

Level I courses are targeted toward family members new to the Army or anyone interested in updating personal skills or basic knowledge. The first level of AFTB covers topics such as: Military Terms, Acronyms, Chain of Command, Benefits, Entitlements and Compensation, Expectations and Impact of the Mission on Family, and Introduction to Family Readiness Groups.

**Objectives:**

- Increase knowledge of military customs and courtesies
- Increase knowledge of community resources
- Increase problem solving skills and military lifestyle challenges

**Target Audience:** All civilian employees

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Call DSN:**

**Website:**

Army Family Team Building (AFTB) Level II

Level II courses are targeted toward emerging leaders within the Army Community. Level II classes include: Enhancing Personal Relationships, Introduction to Leadership, the Volunteer Experience, Acknowledging Change, Family Traditions, Customs, Courtesies and Protocol, Team Dynamics and Personal Conflict Management.

**Objectives:**

Increase Leadership skills

**Target Audience:** All civilian employees

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Call DSN:**

**Website:**

**Army Community Service**  
**(continued)**

**SAMPLE**

**Army Family Team Building (AFTB) Level III**

Level III offers training to enhance the professional growth and leadership development opportunities of family members. Instruction includes topics such as; Leadership Styles, Communication Skills for Leaders, Building a Cohesive Team and Coaching and Mentoring.

**Objectives:**

Increase Leadership and Presentation Skills

**Target Audience:** All civilian employees

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**Call Registration Information Call DSN:**

**Website:**

**Family Readiness Group Leader (FRG) Training Level I**

Level I courses are targeted toward family members and commanders interested becoming FRG leaders. This class is ideal for trained FRG leaders that have come to USAG Grafenwoehr from other installations, or for FRG leaders who have not received formal training. The course covers a variety of topics such as, Building your FRG, Volunteering, Making your initial contact, Communication and fund raising. Attendance of level one is the minimum requirement in order to receive a certificate. Level two training is ideal training for perspective FRG leaders. Level two will introduce FRG leaders to the resources available at USAG Grafenwoehr.

**Objectives:**

Family Readiness Groups, Increase knowledge of community resources, Leadership Communication, Fund Raising

**Target Audience:** Military, military family members and civilian employees

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

Army Community Service (ACS)  
(continued)

**SAMPLE**

Family Readiness Group Leader (FRG) Training Level I

**Location:**

**For Registration Information Call DSN:**

**Website:**

**Army Community Service (ACS)**

**(continued)**

**SAMPLE**

**Family Readiness Group (FRG) Leader Training Level II**

Level II courses are targeted toward experienced FRG leaders within the Army Community. Level II classes include: Effective Leadership, Volunteer/Marketing Management Skills, and Networking with Community Resources, featuring SME's from across the Installation.

**Objectives:**

Increase knowledge of community resources  
Increase problem solving skills and military lifestyle challenges

**Target Audience:** Military, military family members and civilian employees

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Information Call:**

**Website:**

**Rear Detachment Commander Training**

This class is designed for Rear Detachment Commanders and support personnel. The class will educate and help prepare Rear Detachment personnel for the challenges that may arise during deployment.

**Objectives:**

Hear from current Rear Detachment Commanders  
Increase knowledge of community resources  
Leadership  
Communication  
Crisis Intervention

**Target Audience:** Rear Detachment Commanders and support personnel.

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**Registration:**

**Army Community Service (ACS)**

**(continued)**

**SAMPLE**

**Rear Detachment Commander Training (continued)**

**Website:**

**Resume & Resumix Writing**

In this increasingly competitive job market, you must have a professionally crafted resume in order to stand out among other job seekers for that same position. Regardless of your professional and educational background you should always have your career summed up on paper. The purpose of a resume is to make a good first impression. This workshop will give you the tools to create that professional resume needed for your job search.

**Objectives:**

To increase effective resume writing techniques

To practice drafting a resume

**Target Audience:** All civilian employees

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Call DSN:**

**Website:**

**Dress for Success**

The basic rule for dressing for success is to dress in ways that reflect the values and intention you want to portray to the potential employer. This workshop is designed to give you guidance on what and what not to wear for that important interview. Aspects of the workshop will cover appearance and attire.

**Objectives:**

To increase knowledge regarding professional dressing for the business place

**Army Community Service (ACS)**  
**(continued)**

**SAMPLE**

**Target Audience:** All civilian employees

**Prerequisite:** None

**Cost:** \$0.00

**Offered:** Scheduled by appointment

**Length:**

**Location:**

**For Registration Call DSN:**

**Website:**

## Equal Employment Opportunity (EEO)

# SAMPLE

### Preventing Harassment in the Workplace

Preventing Harassment in the Workplace is a mandated course directed by the Department of the Army for civilian employees and military supervisors of civilian employees. This course addresses policies and laws that dictate appropriate behavior in the work place. It also focuses on the employee's and supervisor's role in preventing harassment and employees' rights in the work place.

#### **Objectives:**

Increase awareness on the policies and forms of sexual harassment.

Identify employee/supervisor responsibilities in preventing sexual harassment.

Identify steps of the compliant process

Notify employees of the No Fear Act

Notify employees of the Reasonable Accommodation procedures

**Target Audience:** All civilian employees and supervisors of civilian employees

**Mandatory For:** All civilian employees biennial

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Information Call DSN:** EEO Office,

**Website:**

### EEO for Supervisors

This class is a must for all supervisors (military and civilian) of civilian employees. Learn the law and how it affects you as a supervisor regarding employment issues. Don't be caught short - be an informed supervisor.

#### **Objectives:**

Understand EEO responsibilities

Become familiar with the EEO complaints process and key roles

Learn how to address requests for Reasonable Accommodation

Discover Non-Competitive hiring options

**Prerequisites:** None

**Cost:** \$0.00

**Mandatory For:** All supervisors of civilian employees

**Length:**

**Offered:**

**Equal Employment Opportunity (EEO)**  
**(continued)**

**SAMPLE**

**EEO for Supervisors (continued)**

**Location:**

**For Registration Information Call DSN: EEO Office,**

**Website:**

**EEO Counselors Training**

The EEO Counselors Course is the preparatory course for becoming an EEO Counselor. EEO Counseling is a collateral duty taking up to approximately 20% of an employee's duty time. Through the course the employee will learn the fundamentals of the EEO complaint system and counseling process.

**Objectives:**

Understand EEO Laws, Regulations and Complaint Procedures

Identify theories of discrimination

Understand role of the EEO counselor

Write an EEO report

Pass examination to become a certified EEO Counselor

**Target Audience:** Prospective counselors

**Mandatory For:** All EEO Counselors

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Information Call DSN: EEO Office,**

**Website:**

## Equal Employment Opportunity (EEO)

# SAMPLE

### Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002 (No FEAR Act)

The No Fear Act became effective on 1 October 2003. The purpose of the Act is to improve accountability of Federal agencies for violations of anti-discrimination and whistleblower protection laws. The No Fear Act is designed to hold Federal agencies more accountable for acts of discrimination, harassment and retaliation for whistle blowing by requiring them to pay settlement/judgment costs from their own budgets (not from the government-wide Treasury Judgment Fund) and to post EEO complaint data on their Web sites.

#### **Objectives:**

Increase employee awareness on the policies and protection under the No Fear Act  
Make agencies accountable for employee retaliation  
Identify agencies to assist employees regarding retaliation claims

**Target Audience:** All civilian employees and suggested for military supervisors of civilian employees

**Mandatory For:** All civilian employees every two years (even years, 2012, 2014)

**Authority:** PL 107-174

**Prerequisite:** None

**Cost:** \$0.00

**Length:**

**Offered:** On-line

**Location:**

**For Registration Information Call DSN:** EEO Office,

**Website:**

**Information Management Office (IMO)**

**SAMPLE**

**Cyber Threat**

Provides up-to-date information on the Cyber Threat.

**Objectives:** IAW AR 525-13 and AR 530-1, attendees will learn:

Current cybercriminal activity

Threat statistics – Malicious Programs, Phishing, Malware, Top Breaches, and Spyware threats, etc

Preventative measures

Network Enterprise Center assistance numbers

**Target Audience:** All computer users

**Mandatory For:**

**Prerequisite:** N/A

**Cost:** \$0.00

**Length:**

**Offered:**

**Location:**

**For Registration Information Call DSN:**

**Website:**

Safety Office

**SAMPLE**

**Volunteer Protection Program**

**Synopsis and Applicable Regulation:**

**Objectives :**

**Target Audience:**

**Mandatory For:**

**Prerequisite: N/A**

**Cost: \$0.00**

**Length:**

**Offered:**

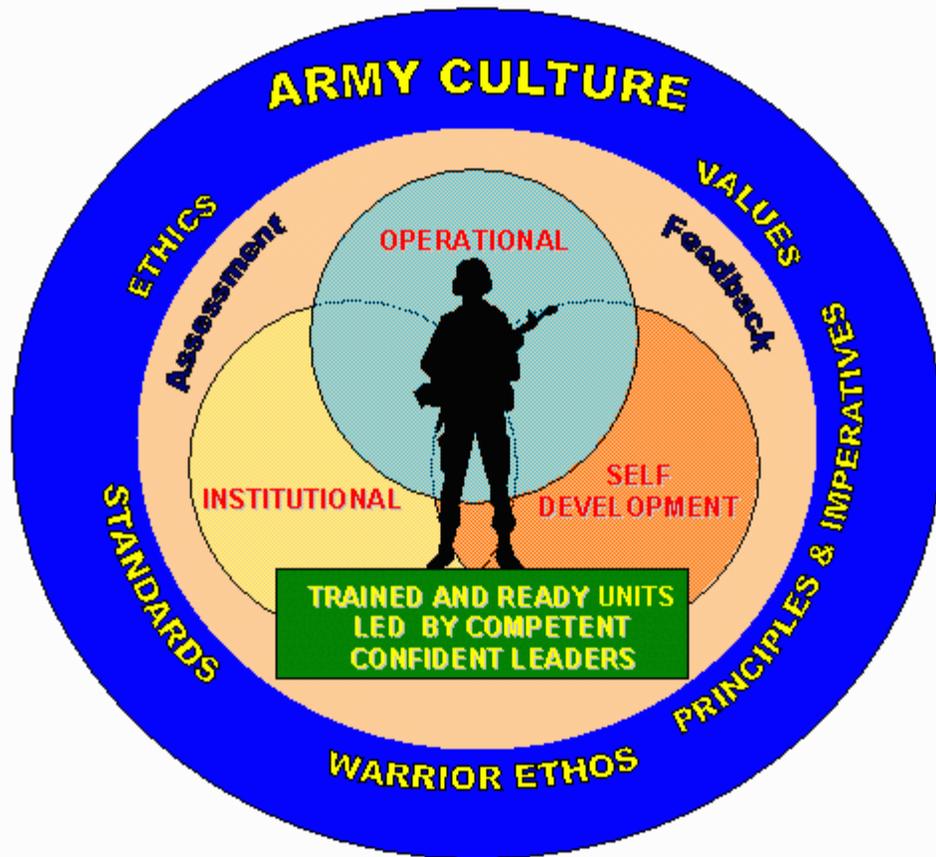
**Location:**

**For Registration Information Call DSN:**

**Website:**

## REFERNCES

- AR 350-1 Army Training and Leader Development, 18 Dec 2009
- IR 350-1 Army Training and Leader Development, 1 Jun 2010
- PAM 350-58 Leader Development for America's Army, 13 Oct 1994
- PAM 690-43 Supervisor's Guide to Career Development & Counseling for Career Program Employees, 18 Aug 1989





## **ARMY CIVILIAN CORPS CREED**

I am an Army Civilian - a member of the Army Team

I am dedicated to our Army, our Soldiers and Civilians

I will always support the mission

I provide stability and continuity during war and peace

I support and defend the Constitution of the United States and consider it an honor to serve our Nation and our Army

I live the Army values of Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, and Personal Courage

I am an Army Civilian

ANNEX A

PROPOSED FY12 COURSE OFFERINGS

**SAMPLE COURSES**

**Stress Management**

**Change Management**

**How to Build a Powerful PowerPoint Presentation**

**Dealing with Difficult People**