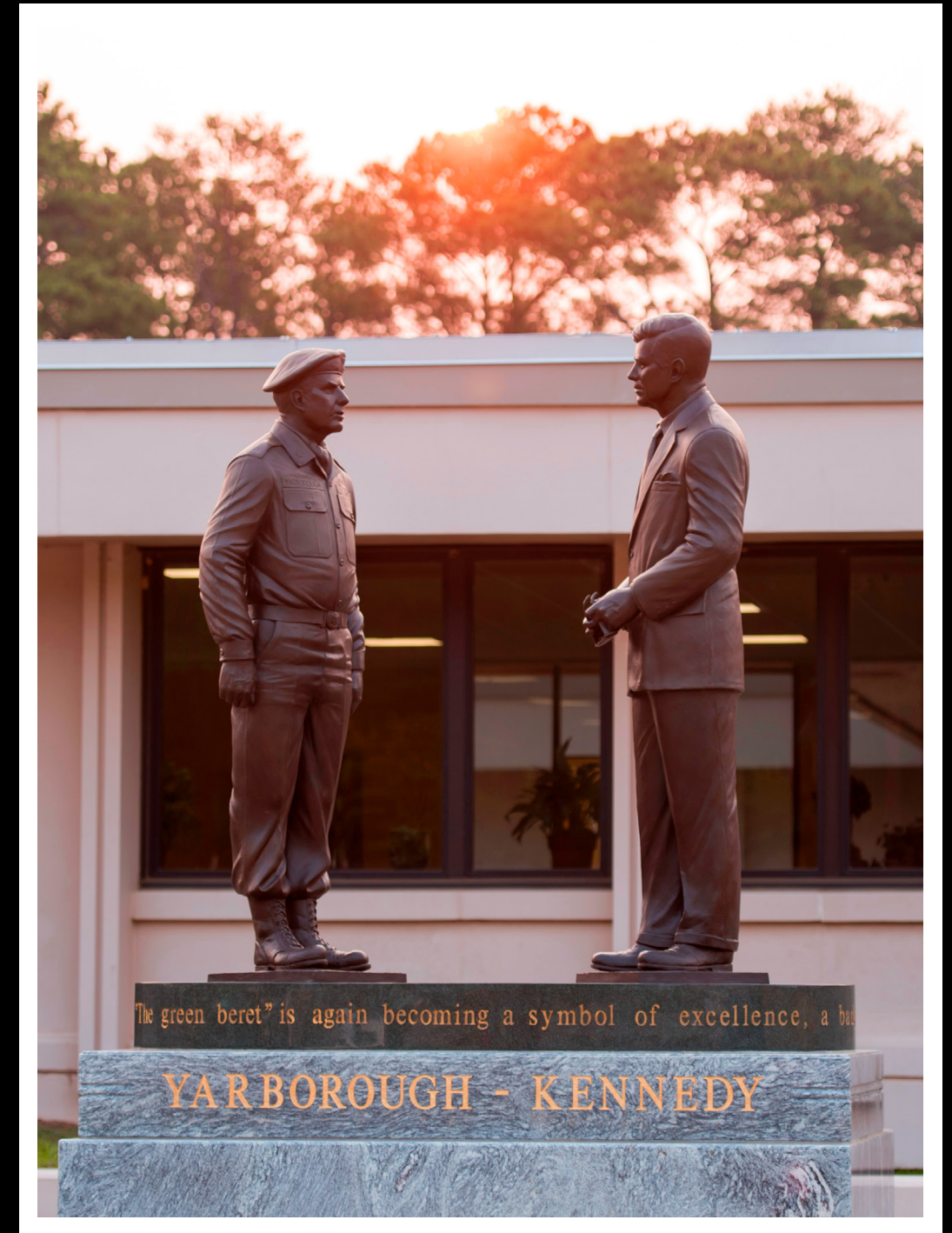




U.S. ARMY JOHN F. KENNEDY SPECIAL WARFARE CENTER AND SCHOOL

U.S. ARMY SPECIAL OPERATIONS CENTER OF EXCELLENCE

SWCS MANDATORY ANNUAL TRAINING
FOR MILITARY SUPERVISORS AND CIVILIAN PERMANENT PARTY



PEOPLE | EXCELLENCE | INNOVATION | TEAMWORK

► ACCESSING AND RECORDING TRAINING

All mandatory training is available on SharePoint: <https://socom.sharepoint-mil.us/sites/usasoc-swcs-hq-dotd-sfdd/SitePages/Mandatory-Annual-Training.aspx>. On that site you will find all mandatory training listed, along with the frequency of training and the links to reach the correct training. Please send your certificate/verification of training to your assigned Digital Training Management System (DTMS) training manager as soon as you complete the training. That individual will ensure that your training is properly recorded in DTMS, the Army's system of record for training.

► CIVILIAN EDUCATION SYSTEM

Supervisors are required to take their appropriately graded Civilian Education System Course.

- **Foundation Course (online):** required for anyone hired after September 30, 2006.
- **Basic Course:** GS 01-09.
- **Intermediate Course:** GS 10-12.
- **Advanced Course:** GS 13-15.

Please check CHRTAS to see if equivalency credit has been given to you for any legacy or PME courses: www.atrrs.army.mil/CHRTAS.

► TRAINING RESOURCES

- **Defense Acquisition University** | www.dau.edu
- **Civilian Leader Development and Broadening Programs** | <https://www.dcpas.osd.mil/learning/civilianleaderdevelopmentbroadeningother>
- For additional training links, please visit the SFDD portal at <https://socom.sharepoint-mil.us/sites/USASOC-SWCS-HQ-DOTD-SFDD>

► CONTACT US

The SWCS Staff and Faculty Development Division is available to help with your training needs. Whether it be mandatory annual training or professional development, we are here to help you realize your potential.

Supervisor and Non-Supervisor Mandatory Training

Please send your certificate/verification of training to your assigned DTMS training manager once you complete a training course.

The following training is required for all civilian supervisory and non-supervisory employees:

Fiscal Year Requirements

- | | |
|---|--|
| <input type="checkbox"/> Antiterrorism (AT)
Date complete: | <input type="checkbox"/> Information Security (INFOSEC)
Date complete: |
| <input type="checkbox"/> Derivative Classification Authority
Date complete: | <input type="checkbox"/> Operations Security (OPSEC) Training
Date complete: |
| <input type="checkbox"/> Records Management
Date complete: | <input type="checkbox"/> Controlled Unclassified Information (CUI) Training
Date complete: |
| | <input type="checkbox"/> Risk Management Basic Course
Fiscal year requirement for instructors and developers only.
Date complete: |

Fiscal Year Requirements (*live only*)

- | | |
|--|---|
| <input type="checkbox"/> Active Shooter
Date complete: | <input type="checkbox"/> Personal Readiness–Suicide Prevention
Date complete: |
| <input type="checkbox"/> Equal Employment Opportunity (EEO) for Non-Supervisors
Date complete: | <input type="checkbox"/> Sexual Harassment/Assault Response and Prevention (SHARP)
Date complete: |
| <input type="checkbox"/> Identity and Signature Management Training
Date complete: | <input type="checkbox"/> Threat Awareness Reporting Program (TARP)
Date complete: |
| <input type="checkbox"/> Personal Readiness–Substance Abuse
Date complete: | |

Additional Requirements (*one-time only*)

- | | |
|--|---|
| <input type="checkbox"/> Combating Trafficking in Persons
Date complete: | <input type="checkbox"/> Ethics
Date complete: |
| <input type="checkbox"/> Defense Travel System Training
Date complete: | <input type="checkbox"/> Foundation Course
Anyone hired after September 30, 2006, is required by HQ DA to complete the Foundation Course (online) within 30 days.
Date complete: |
| <input type="checkbox"/> Department of Defense Performance Management and Appraisal Program
Date complete: | <input type="checkbox"/> Risk Management Basic Course
Date complete: |

Calendar Year Requirement:

- | |
|---|
| <input type="checkbox"/> Cyber Awareness
Date complete: |
|---|

Supervisor Only Training

Please send your certificate/verification of training to your assigned DTMS training manager once you complete a training course.

Military and civilian supervisors of civilians are required to complete the following requirements:

Fiscal Year Requirements

- | | |
|---|---|
| <input type="checkbox"/> Equal Employment Opportunity (EEO) for Supervisors (<i>live only</i>)
Date complete: | <input type="checkbox"/> Managing Personnel with Clearances and Access to Classified Information
Date complete: |
|---|---|

Additional Requirement

- | |
|---|
| <input type="checkbox"/> Supervisor Development Course (SDC)
Required for all new supervisors within 30 days of appointment and as a refresher every three years for all other supervisors.
Date complete: |
|---|

One-Time Requirements

- | | |
|---|--|
| <input type="checkbox"/> Civilian Education System (CES) Foundation (required for all) and Basic (GS 01-09), Intermediate (GS 10-12), or Advanced (GS 13-15)
Date complete: | <input type="checkbox"/> Department of Defense Performance Management and Appraisal Program
Date complete: |
|---|--|

DID YOU KNOW?

- Completion of mandatory annual training is now verified when you submit an SF182 for additional training. If you have not completed your annual training, it could have a negative impact on your training requests.
- Most mandatory training is tracked by fiscal year from October 1 to September 30. Some courses have a one-time only requirement.