

**Distributed Learning (DL) Resources for the
Conduct of Recurring Mandatory Training**

**As required by AR 350-1
(Army Training and Leader Development)**

Compiled by

**Francis R. Moss
Lieutenant Colonel, U.S. Army**

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The following document was originally created back in 2010, when I was the Operations Officer (S3) for Headquarters and Headquarters Battalion (HHBN), 25th Infantry Division. The battalion had returned from another deployment to Iraq at the end of 2009 and was notified in early 2010 that the headquarters would deploy again later that year. The battalion had less than a year to conduct Reintegration, RESET, and train-up operations.

Since squeezing individual training requirements into the Division's rapidly filling schedule would be difficult (not to mention painful) I recommended to the battalion commander that we maximize use of distributed learning (DL) to meet both AR 350-1 and pre-deployment training requirements. He agreed and I took it upon myself to find every available DL resource.

Much has changed since then. The original version utilized course materials from many sources, while most of the resources presented here can now be found on the Army Learning Management System (ALMS). Regardless, the concept remains the same: Use distributed learning to reduce the unit's training load, to provide standardized training and evaluation, and to provide complete records of individual training.

I am not suggesting that DL replace hands-on training. DL may be used to cover annual training requirements in lieu of "death by PowerPoint." DL may also be used for leader training (i.e. train the trainer), as pre-requisites for hands-on training, or as training personnel with limited access to training resources.

The following table is hyperlinked to the following pages, each describing how to register and record DL training to meet AR 350-1 requirements. All you must do is decide what training to conduct via DL and then have your Soldiers conduct the training and send their training certificates to their DTMS representatives.

I hope you find the following a useful resource.

Respectfully,

Francis R. Moss
Lieutenant Colonel, U.S. Army
francis.moss@us.army.mil

Recurring Common Training
Table G1 Mandatory Training in Units
AR 350-1 (Rapid Action Revision – RAR), 04 August 2011

Appendix G, Paragraph G-4 Mandatory training in units, Table G-1: All units provide and record the following mandatory training for all Soldiers assigned to both MTOE and TDA organizations in either the Operating and Generating Forces.

	Subject	Reference	Proponent	Frequency
1	Antiterrorism training	AR 525-13	PMG	A
2	Army physical fitness training	AR 350-1	HQDA, DCS, G-3/5/7	O
3	Army Substance Abuse Program	AR 600-85	HQDA, DCS, G-1	I/A/R
4	Army Suicide Prevention Program HQDA	AR 600-63	HQDA, DCS, G-1	A/P/R
5	Army Traffic Safety Training Program HQDA	AR 385-10	HQDA, ACSIM	I
6	Army Warrior Training	https://atiam.train.army.mil/soldierPortal/	HQDA, DCS, G-3/5/7	A
7	CBRN Defense training	AR 350-1	TRADOC	A
8	Combating Trafficking in Persons (CTIP) Program	http://www.combat-trafficking.army.mil/	ASA(M&RA)	A/P
9	Composite Risk Management	AR 385-10	TRADOC	O
10	Cultural awareness training	AR 350-1 Chapter 8	TRADOC	P
11	Employment and reemployment rights (RC only)	DODI 1205.12	HQDA, DCS, G-1	A/P/R
12	Equal Opportunity Program	AR 600-20	HQDA, DCS, G-1	S
13	Ethics	DOD 5500.7-R, AR 350-1 Para G 18	TJAG	Initial entry
14	Fraternization	AR 600-20	HQDA, DCS, G-1	A
15	Law of War / Detainee Ops	DODD 2311.01E	TJAG	A/P
16	Modern Army Combatives Program	AR 350-1	TRADOC (USACS)	O
17	Operational security (OPSEC)	AR 530-1	HQDA, DCS, G-3/5/7	I/A/P/R
18	Personnel Recovery	AR 350-1	HQDA, DCS, G-3/5/7	A
19	Prevention of Sexual Harassment	AR 600-20	HQDA, DCS, G-1	S
20	Preventive measures against disease and injury	AR 40-5	TSG	P
21	Resilience training	www.battlemind.army.mil	MEDCOM	P/R
22	SAEDA	AR 381-12	HQDA, DCS, G-2	A
23	Sexual Assault Prevention and Response Program	AR 600-20	HQDA, DCS, G-1	A/P/R
24	Weapons qualification	DA Pam 350-38	HQDA, DCS, G-3/5/7	S (AA), A (RC)

Legend for Table G-1:

The following codes establish the frequency at which training is to be conducted:

A: Annual. Trained annually.

I: In-processing. Required whenever an individual is assigned to a new unit. **Note: Often confused with "Initial Entry"**

O: Ongoing. Continuous training, not a single event.

P: Pre-Deployment. Addressed before unit is deployed on an operational mission.

R: Redeployment. Addressed upon redeployment from an operational mission.

S: Semiannual. Trained twice per year.

Notes:

¹ *Published pre-deployment training guidance supersedes training requirement frequency contained herein.

Anti-Terrorism/Force Protection Training Online Training

As of: 25 April 2010

Description: DA Mandated Annual Anti-Terrorism / Force Protection Training designed by JCS in coordination with OSD and Services to increase awareness of terrorism and improve ability to apply personal protective.

Use the following instructions to take the course:

1. To access training go to: <https://atlevel1.dtic.mil/at/>
2. Log-in with your AKO username and password.
3. Agree to the terms and conditions and check “agree”, then click the Continue button.
4. Fill-in your first name, last name, and **AKO email address**, then click the Sign In button.
5. Click on the course button to begin the training.

Note: After completing the course, you can return at any time to the webpage at any time to reprint your certificate.

**Physical Readiness Training (PRT)
(formerly Physical Fitness Training)
Online Resources**

As of: 04 April 2012

Webpage for online resources: <http://www.armyprt.com/>

**Army Learning Management System (ALMS)
Army Substance Abuse Program (ASAP)
Online Training**

As of: 03 April 2012

Description: This course is an annual training requirement for all permanent party Soldiers. Required annual training is broken down into 9 separate sub-courses:

- SAP Amphetamines
- SAP Inhalants
- SAP Codependency
- SAP Methamphetamine
- SAP Cocaine
- SAP Steroids
- SAP Opiates
- SAP Responsible Drinking
- SAP Date Rape Drugs

Use the following instructions to take sub-courses:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My Training
4. Scroll down and click the ALMS logo in the center of the window.
5. Click on the "Catalog Search" button on the ALMS home page.
6. Enter "SAP" or the course name in the search dialog box and click the "Go" button.
7. Select your course and click the "Register" button.
8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
9. Select "Launch Content"
10. When complete. Return to the ALMS home page and click on Detailed Training Records.
11. Find the course you just completed and click Print Certificate of Completion.
12. A new screen will open, showing your certificate of completion. Click the Save/Export (button at top right) and select PDF from the dropdown menu in the Export window. Click Export.
13. If popup blocker is active (should be), the "To help protect your security..." ribbon will appear at the top of your screen. Right click and select Download File. The window will reopen.
14. Go through the procedure in step 13 again and save to your training folder (example: Battle Roster Number – Suicide Ph1 20120403.pdf in your AR 350-1 Training folder)

**Army Learning Management System (ALMS)
Suicide Prevention Phases I and II
Online Training**

As of: 17 April 2012

Background: AR 600-63, Army Health Promotion, paragraph 4–4. *Suicide prevention and surveillance*, (j. *Training*, (2) Soldiers and Army civilian employees. (a) *Soldiers*,) states, “The Army approved training for Soldiers is the ACE Suicide Prevention Training for Soldiers developed by USACHPPM. It is required annual training for all Soldiers.”

Description: Annual suicide prevention is a two-part program. Phase I is the ACE Suicide Awareness Prevention course and Phase II is the “Beyond the Front” video. Personnel must complete the course and view the video to receive full credit.

Phase I: Use the following instructions to take the course:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
 2. Go to Self Service drop down
 3. Select My Training
 4. Scroll down and click the ALMS logo in the center of the window.
 5. Click on the “Catalog Search” button on the ALMS home page.
 6. Enter "Suicide" into the search dialog box and click the "Go" button.
 7. Select "Suicide Awareness Prevention" and click the "Register" button.
 8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
 9. Select "Launch Content"
 10. When complete. Return to the ALMS home page and click on Detailed Training Records.
 11. Find the course you just completed and click Print Certificate of Completion.
 12. A new screen will open, showing your certificate of completion. Click the Save/Export (button at top right) and select PDF from the dropdown menu in the Export window. Click Export.
 13. If popup blocker is active (should be), the “To help protect your security...” ribbon will appear at the top of your screen. Right click and select Download File. The window will reopen.
 14. Go through the procedure in step 13 again and save to your training folder (example: Battle Roster Number – Suicide Ph1 20120403.pdf in your AR 350-1 Training folder)
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Phase II: The latest "Beyond the Front" video is available at -
http://www.armyg1.army.mil/hr/suicide/training_sub.asp?sub_cat=20

**Army Learning Management System (ALMS)
Army Traffic Safety Program
(a.k.a. Army Accident Avoidance Course – AAAC)
Online Training**

As of: 03 April 2012

Description: Army Accident Avoidance Course (AAAC)

Use the following instructions to take the course:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My training
4. Scroll down and click the ALMS logo in the center of the window.
5. Click on the “Catalog Search” button on the ALMS home page.
6. Enter "traffic safety" into the search dialog box and click the "Go" button.
7. Select "Army Traffic Safety Program, Accident Avoidance Course for Army Motor Vehicle Dr April 2012" and click the "Register" button.
8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
9. Select "Launch Content"
10. When complete. Return to the ALMS home page and click on Detailed Training Records.
11. Find the course you just completed and click Print Certificate of Completion.
12. A new screen will open, showing your certificate of completion. Click the Save/Export (button at top right) and select PDF from the dropdown menu in the Export window. Click Export.
13. If popup blocker is active (should be), the “To help protect your security...” ribbon will appear at the top of your screen. Right click and select Download File. The window will reopen.
14. Go through the procedure in step 13 again and save to your training folder (example: Battle Roster Number – AAAC 20120403.pdf in your AR 350-1 Training folder)

**Army Training Network (ATN)
Army Warrior Training
Online Training**

As of: 05 April 2012

Description: Online courseware for required annual training consisting of two parts: 1) Warrior Tasks (Skill Level 1) and 4 Battle Drills. Although no substitute for hands-on training, this program of instruction allows for refresher training for those without access to resources and/or preparation prior to hands-on training events.

Warrior Tasks – Skill Level 1

Use the following instructions to view training materials:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My Training
4. In the Central Army Registry (CAR) window on the right side of the screen and enter “warrior tasks” in the search field.

Note: DL multi-media may require operating your browser in compatibility mode to view correctly.

5. Select: AWT SL1: WARRIOR TASKS SKILL LEVEL 1
(https://atiam.train.army.mil/catalog/view/100.ATSC/53B0DC72-B653-4D5F-9F00-95C7A57F5548-1312233952329/WT_SL1.HTM)

Note: Skill Level 1 identifies entry-level positions requiring performance of tasks under direct supervision. AR 350-1 requires all personnel are required to complete Skill Level 1 training.

- AWT SL2: WARRIOR LEADER TASKS SKILL LEVEL 2
(https://atiam.train.army.mil/catalog/view/100.ATSC/85857643-5F91-4ED2-9ECF-E3493EDE86EF-1312233952454/wt_sl2.htm)

Note: Skill Level 2 identifies positions requiring performance of more difficult tasks under general supervision; and in some instances, involving supervision of soldiers in Skill Level 1. AR 350-1 does not direct completion of Warrior Tasks above Skill Level 1.

- AWT SL3: WARRIOR LEADER TASKS SKILL LEVEL 3
(https://atiam.train.army.mil/catalog/view/100.ATSC/880D3B53-474A-4D36-8B0E-B9B94E090365-1312233952563/wt_sl3.htm)

Note: Skill Level 3 identifies positions requiring performance of still more difficult tasks and involving first line supervision of soldiers in Skill Levels 1 and 2. AR 350-1 does not specify completion of Warrior Tasks above Skill Level 1.

AWT SL4: WARRIOR LEADER TASKS SKILL LEVEL 4

(https://atiam.train.army.mil/catalog/view/100.ATSC/40F759F7-199D-4E29-9F03-1B9AEE58AB4F-1312233952672/wt_sl4.htm)

Note 1: Skill Level 4 identifies positions requiring relatively detailed knowledge of all tasks specified for a given MOS, normally involving first-line supervision of soldiers in Skill Levels 1, 2, and 3, and involving managerial duties. AR 350-1 does not specify completion of Warrior Tasks above Skill Level 1.

Note 2: Skill Level 5 identifies managerial and supervisory positions requiring broad knowledge of the tasks performed at all subordinate levels in a given MOS and related MOS' s in order to coordinate and give direction to work activities. There are no "Warrior Tasks" above Skill Level 4. AR 350-1 does not specify completion of Warrior Tasks above Skill Level 1.

6. Click View Now.

7. Click Launch Lesson when the new window opens.

Note: DL is not a substitute for hands-on training and evaluation of these tasks and should only be used as refresher training, as a pre-requisite prior to hands-on training, for classroom instructional purposes, or for train the trainer purposes.

Warrior Battle Drills

Use the following instructions to view training materials:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>

2. Go to Self Service drop down

3. Select My Training

4. In the Central Army Registry (CAR) window on the right side of the screen and enter "warrior battle drills" in the search field.

Note: DL multi-media may require operating your browser in compatibility mode to view correctly.

5. Select: WBD 2011: WARRIOR BATTLE DRILLS 2011

(https://atiam.train.army.mil/catalog/view/100.ATSC/1462ABD1-F690-45DA-967B-8B639642D94F-1312233952891/battle_drill_2011.htm)

6. Click View Now.

7. Click Launch Lesson when the new window opens.

Note: DL is not a substitute for hands-on training and evaluation of these tasks and should only be used as refresher training, as a pre-requisite prior to hands-on training, for classroom instructional purposes, or for train the trainer purposes.

**Army Training Network (ATN)
CBRN Defense
Training Requirements**

As of: 03 April 2012

References:

- Section 4-13, Chemical, Biological, Radiological, and Nuclear defense training to [AR 350-1, Army Training and Leader Development, 04 Aug 11](#)
- Appendix C, Basic Standards of Proficiency to FM 3-11, [Multiservice Doctrine for Chemical, Biological, Radiological, and Nuclear Operations, 01 Jul 11](#)
- Warrior Tasks and Drills, May 2011 (See above)
- [STP 21-1-SMCT, Soldier's Manual of Common Tasks, Warrior Skills, Level 1, 02 May 2011](#)

Description: Unit Chemical, Biological, Radiological, and Nuclear (CBRN) defense training will ensure that Soldiers, leaders, and units achieve and maintain proficiency in combat operations during CBRN conditions. Individual Soldiers, leaders, and units will achieve and maintain the standards for CBRN defense tasks described in CSs, drills, Soldier training publications (STPs), and civilian training plans. Unit CBRN Defense Training consists of two components, individual and unit training.

1. Individual Training:

a. **Skill Level 1 Warrior Tasks.** Individual proficiency in the seven (7) React to chemical, biological, radiological, and nuclear (CBRN) attack/hazard Warrior Tasks

Subject Area 4: Survive

Subject Area 8: React to Chemical, Biological, Radiological, and Nuclear (CBRN) Attack/Hazard			
<i>Task Number</i>	<i>Title</i>	<i>Training Location</i>	<i>Sustainment Training Frequency</i>
031-503-1036	Maintain Your Assigned Protective Mask	BCT/OSUT	AN
031-503-1035	Protect Yourself from Chemical and Biological (CB) Contamination Using Your Assigned Protective Mask	BCT/OSUT	AN
031-503-1019	React to Chemical or Biological (CB) Hazard/Attack	BCT/OSUT	AN
031-503-1040	Protect Yourself from CBRN Injury/Contamination with the JSLIST Chemical-Protective Ensemble	BCT/OSUT	SA
031-503-1013	Decontaminate Yourself and Individual Equipment Using Chemical Decontaminating Kits	BCT/OSUT	AN
031-503-1037	Detect Chemical Agents Using M8 or M9 Detector Paper	BCT/OSUT	AN
031-503-1021	Mark CBRN-Contaminated Areas	Unit	AN

b. **Weapons Training.** Units will conduct CBRN individual and crew-served weapons training using the Engagement Skills Trainer with a minimum of protective mask and chemical gloves. Units not equipped with Engagement Skills Trainers will conduct weapons firing in a minimum of protective mask and chemical gloves. Weapons qualification under mission-oriented protective posture (MOPP) conditions will be conducted in accordance with DA Pam 350–38.

c. **Protective mask confidence.** This task is accomplished by Soldiers entering a CS contaminated environment. This may be accomplished in a field environment or in a unit operated CS chamber. Commanders are required at a minimum to conduct a mask confidence exercise annually and prior to deployment.

d. **Decontamination Procedures.** Leaders at all levels will ensure their units are proficient in [operational](#) and [thorough decontamination](#) procedures.

Note: Army civilians will be trained in CBRN survival skills

2. Unit Training: A unit's CBRN proficiency will be determined by having the unit accomplish its mission under CBRN conditions during external and internal evaluations to CS standards. (See FM 3–11, Appendix C for proficiency standards)

a. **CBRN Control Party Training.** At minimum, the control party consists of the commander, unit CBRN Defense Officer and NCO, and personnel trained in the employment of CBRN defense equipment. Members of the control party are responsible for gathering and assessing the data in the operational environment, and to advise the commander of potential threats. **Monitoring for CBRN hazards is a unit's responsibility.** Leaders direct monitoring efforts. **The planning and control of CBRN surveys and sampling missions will be done at battalion or higher.**

(1) **CBRN Defense Officer and NCO.** The unit (company, battery, or troop) CBRN Defense Officer and NCO must successfully complete the CBRN Defense Course developed by the U.S. Army Chemical School. This course will be taken at area or installation CBRN schools or TASS battalion facilities (**Note: Also available through ALMS**). Institution trained CBRN officers and enlisted personnel are not required to be graduates of the course.

(2) **Monitoring and Survey Party.** **All platoons/squads/sections/teams/elements assigned NBC Defense Equipment must have personnel trained to perform operator maintenance and serviceability criteria checks on the assigned equipment.**

b. **Unit Decontamination Team.** Each team should consist of one NCO in charge and several other enlisted personnel, including a monitoring and survey party. The team performs necessary decontamination of supplies, equipment, and areas, **operates and maintains assigned decontamination equipment**, establishes and operates a personnel decontamination station where applicable, takes measures before an attack to prevent contamination, and takes measures after an attack to avoid the spread of contamination.

c. **Unit Medical Personnel.** **Medical personnel require basic, advance and refresher CBRN training to recognize, respond and treat CBRN casualties (Note: Available through AMEDD DL).** Medical personnel should be able to protect themselves, patients, and the respective medical facilities against exposure to NBC agents (NBC defense) and carry out all measures necessary to maintain and restore the health of personnel exposed to NBC environments (NBC

medical defense). Selected medical personnel should also have specialized knowledge in contamination control procedures for NBC contaminated patients and associated equipment (i.e., RADIAC monitor and CAM).

**Army Learning Management System (ALMS)
Combating Trafficking in Persons (CTIP)
Online Training**

As of: 03 April 2012

Description: WARNING: This training deals frankly and candidly with the realities of trafficking in persons (TIP), which capitalizes on human misery and exploitation. To some people, being exposed to the details about trafficking in persons (TIP) may be considered distasteful. This TIP training addresses what some may see as an upsetting look at the realities of the problem. For all, that is the nature of the problem. This training is intended to increase everyone's awareness of that issue and to help serve to end it.

Use the following instructions to take the course:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My training
4. Scroll down and click the ALMS logo in the center of the window.
5. Click on the "Catalog Search" button on the ALMS home page.
6. Enter "CTIP" into the search dialog box and click the "Go" button.
7. Select "Combating Trafficking in Persons General Awareness Course (CTIP)" and click the "Register" button.
8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
9. Select "Launch Content"
10. When complete. Return to the ALMS home page and click on Detailed Training Records.
11. Find the course you just completed and click Print Certificate of Completion.
12. A new screen will open, showing your certificate of completion. Click the Save/Export (button at top right) and select PDF from the dropdown menu in the Export window. Click Export.
13. If popup blocker is active (should be), the "To help protect your security..." ribbon will appear at the top of your screen. Right click and select Download File. The window will reopen.
14. Go through the procedure in step 13 again and save to your training folder (example: Battle Roster Number – AAAC 20120403.pdf in your AR 350-1 Training folder)

**Army Learning Management System (ALMS)
Composite Risk management (CRM) Basic Course
Online Training**

As of: 03 April 2012

Description: When you have completed the course, you should be able to:

- Recognize the importance of CRM to the Army.
- Identify the five steps of the CRM process
- Apply CRM to individual and team decisions on and off duty.

Use the following instructions to take the course:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My training
4. Scroll down and click the ALMS logo in the center of the window.
5. Click on the "Catalog Search" button on the ALMS home page.
6. Enter "composite" into the search dialog box and click the "Go" button.
7. Select "COMPOSITE RISK MANAGEMENT BASIC COURSE (2G-F97_DL_)_10/01/2011_CRD00000000017680" and click the "Register" button.
8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
9. Select "Launch Content"
10. When complete. Return to the ALMS home page and click on Detailed Training Records.
11. Find the course you just completed and click Print Certificate of Completion.
12. A new screen will open, showing your certificate of completion. Click the Save/Export (button at top right) and select PDF from the dropdown menu in the Export window. Click Export.
13. If popup blocker is active (should be), the "To help protect your security..." ribbon will appear at the top of your screen. Right click and select Download File. The window will reopen.
14. Go through the procedure in step 13 again and save to your training folder (example: Battle Roster Number – AAAC 20120403.pdf in your AR 350-1 Training folder)

**Army Learning Management System (ALMS)
Cultural Awareness
Online Training**

As of: 03 April 2012

Description: TRADOC Cultural Center (TCC) provides relevant, mission-focused, accredited cross-cultural education and training in order to instill and empower Soldiers and Department of the Army Civilians with cross-cultural competencies and synthesize the Army's cultural policy, training and standards.

Afghanistan Specific

Use the following instructions to take the course:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My training
4. Scroll down and click the ALMS logo in the center of the window.
5. Click on the "Catalog Search" button on the ALMS home page.
6. Enter "Afghan" into the search dialog box and click the "Go" button.
7. Select "Afghan Cultural Awareness Course" and click the "Register" button.
8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
9. Select "Launch Content"
10. When complete. Return to the ALMS home page and click on Detailed Training Records.
11. Find the course you just completed and click Print Certificate of Completion.
12. A new screen will open, showing your certificate of completion. Click the Save/Export (button at top right) and select PDF from the dropdown menu in the Export window. Click Export.
13. If popup blocker is active (should be), the "To help protect your security..." ribbon will appear at the top of your screen. Right click and select Download File. The window will reopen.
14. Go through the procedure in step 13 again and save to your training folder (example: Battle Roster Number – AAAC 20120403.pdf in your AR 350-1 Training folder)

Generic Culture Training

Use the following instructions to take the course:

1. Log into the TRADOC Culture Center (TCC) website at: <https://ikn.army.mil/apps/tccv2/>
2. Click on the Distance Learning link on the left hand side of the screen.
3. Select the IMT-BCT What is Culture Video.pdf button.
4. Begin interactive training.

Other Resources

1. Log into to Joint Knowledge Online at: <https://www.us.army.mil/suite/designer>
2. Select the Culture/Language link at the top of the page

**Employment and reemployment rights Act (USERRA)
(RC only)**

As of: 03 April 2012

<http://www.dol.gov/vets/programs/userra/>

Army Equal Opportunity Training Requirements

As of: 03 April 2012

References:

Paragraph 6-15, Training, to Chapter 6, The Equal Opportunity Program in the Army to [AR 600-20, Army Command Policy, 30 Nov 09](#)

[TC 26-6, Commander's Equal Opportunity Handbook, 23 Jun 08](#)

Background: Identify the minimum criteria for local unit training programs. The commander will incorporate EO training into the overall training plan for the unit. The Soldier Support Institute publishes TC 26–6, Commander's Equal Opportunity Handbook, which may assist commanders in developing required training.

1. Active Army and Reserve components commanders of TOE/MTOE/TDA units will add the following topics to their quarterly or yearly training briefings:

- a. Type and dates of human relations training conducted by the unit since last quarterly training brief (QTB)/yearly training brief (YTB).
- b. Type and dates of human relations training scheduled for the unit before the next QTB/YTB.
- c. The number of EOAs/EORs required, authorized, or on hand and the training they have completed or scheduled prior to next QTB/YTB.
- d. Date last command climate survey was conducted and date next command climate survey is scheduled.

2. Leaders will conduct mandatory unit EO/prevention on sexual harassment training quarterly. At a minimum:

- a. Two quarters will consist of Prevention of Sexual Harassment training
- b. The other two quarters will consist of training that is interactive, small group, discussion-based (for example, using Consideration of Others methodology) and can focus on these topics
 - (1) Objectives of the Army EO Program.
 - (2) Army and local command policies on EO.
 - (3) Objectives of EOAPs.
 - (4) Behavioral characteristics and other indicators of EO problems, what behaviors are and are not appropriate and acceptable behaviors leading to unit cohesion and teamwork.

(5) The impact of individual and institutional discrimination on mission accomplishment.

(6) Proper handling of EO complaints and the EO complaint system.

(7) Identifying, dealing with, preventing, and eliminating racial and ethnic discrimination and sexual harassment.

(8) Legal and administrative consequences of participating in acts of unlawful discrimination and sexual harassment.

i. Individual responsibilities of both Soldiers and DA civilians concerning EO and the prevention and eradication of sexual harassment (that is, identifying inappropriate behaviors, handling complaints, developing techniques in dealing with sexual harassment, developing assertiveness skills, submitting complaints in the event the situation cannot be handled on-the-spot or one-on-one, and reporting incidents to the chain of command).

j. The importance of honest and open interpersonal communications in promoting a healthy unit climate.

k. Unit climate assessment—what it is, what it is used for, what makes it important, how it is done, what its results mean and what to do about various results.

l. Review of actual unit climate assessment findings and amplification of issues raised. If appropriate, the commander will discuss issues that surface from assessment and develop an action plan to improve unit climate with unit members.

**Office of the Army General Counsel (OGC)
Annual Ethics
Online Training**

As of: 04 April 2012

Note: AR 350-1 does not require ethics after initial entry training. Ethics training is an annual training requirement for civilian employees, but is required only in initial entry training (IET) for all Soldiers. Financial Services personnel, personnel serving as Contracting Officer Representatives (CORs), or Government Credit Cards (GCCs) holders must conduct specific ethics training as part of their certification training requirements.

Background: TRADOC Pam 600-4, IET Soldier's Handbook (23 Dec 08), Chapter 3, Standards of Conduct, Section 3-18, Ethical Decision Making, states:

a. The decisions that you make can have a far-reaching effect upon yourself, your unit, and the Army. It is up to you to make the ethical decision. An ethical decision is one that complies with the spirit and letter of the laws and regulations governing ethical conduct and the seven Army Values.

b. The ethical decision making process involves asking yourself the following questions with follow-up action.

(1) What problem am I facing?

(2) What are my choices?

(3) Which choice is most consistent with Army values and regulations?

(4) Make your decision and execute your plan.

c. **In making ethical decisions, all Soldiers must be familiar with the laws and regulations that govern ethical conduct.**

(1) Executive Order 12731 sets forth the following 14 principles of ethical conduct, summarizing ethics laws and regulations that military personnel must follow:

(a) Public service is a public trust, requiring employees to place loyalty to the Constitution, the laws and ethical principles above private gain.

(b) Employees shall not hold financial interests that conflict with the conscientious performance of duty.

(c) Employees shall not engage in financial transactions using nonpublic Government information or allow the improper use of such information to further any private interest.

(d) An employee shall not, except as permitted by the Standards of Ethical Conduct, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's agency, or whose interests may be substantially affected by the performance or nonperformance of the employee's duties.

(e) Employees shall put forth honest effort in the performance of their duties.

(f) Employees shall not knowingly make unauthorized commitments or promises of any kind purporting to bind the Government.

(g) Employees shall not use public office for private gain.

(h) Employees shall act impartially and not give preferential treatment to any private organization or individual.

(i) Employees shall protect and conserve Federal property and shall not use it for other than authorized activities.

(j) Employees shall not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official Government duties and responsibilities.

(k) Employees shall disclose waste, fraud, abuse, and corruption to appropriate authorities.

(l) Employees shall satisfy in good faith their obligations as citizens, including all financial obligations, especially those -- such as Federal, State, or local taxes -- that are imposed by law.

(m) Employees shall adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or handicap.

(n) Employees shall endeavor to avoid any actions creating the appearance that they are violating the law or the ethical standards set forth in the Standards of Ethical Conduct. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

d. Complete ethics information is available online at:

(1) Office of Army General Counsel (Ethics & Fiscal) <http://ogc.hqda.pentagon.mil/> click on "Ethics."

(2) 5 C.F.R. Part 2635 - Standards of Ethical Conduct for Employees of the Executive Branch http://www.usoge.gov/laws_reqs/regulations/5cfr2635.aspx

(3) Joint Ethics Regulation (JER) DOD 5500.7-R <http://www.hqda.army.mil/ogc/>

e. Be smart—if you have an ethics question, contact your local legal office and ask your ethics counselor for advice BEFORE you act, or contact the TRADOC Ethics Counselor at MONR-TRADOCOSJA@conus.army.mil, telephone number (757) 788-2302 (DSN 680), mailing address HO TRADOC-OSJA, 11 Bernard Road, Building 10, Suite 319, Fort Monroe, Virginia 23651.

Use the following instructions to view training materials:

1. Go to the Office of the Army General Counsel at: <http://ogc.hqda.pentagon.mil/>
2. Click Ethics button at top of page.
3. Click on Ethics Training
4. Click on "Annual_Ethics_Training – Pentagon.ppt"
5. Review slide presentation.

**Army Learning Management System (ALMS)
Fraternization
Online Training**

As of: 12 April 2010

Description: Army fraternization policy.

Use the following instructions to take the course:

1. Log into the Army Training Support Center (ATSC) website at: <http://www.atsc.army.mil/>
2. Under "Products/Tools" pulldown menu, select "Training Support Products", then "Theater-Spec Indev Req Train"
3. Select "Fraternization Policy"
4. Review slides.
5. Print the last slide, fill-in your name and the date of training, sign, and scan to create a digital copy

**Army Learning Management System (ALMS)
Law of War/Detainee Operations
Online Training**

As of: 03 April 2012

Description: Law of War

Use the following instructions to take the course:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My training
4. Scroll down and click the ALMS logo in the center of the window.
5. Click on the "Catalog Search" button on the ALMS home page.
6. Enter "law of war" into the search dialog box and click the "Go" button.
7. Select "Law of Land Warfare" and click the "Register" button.
8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
9. Select "Launch Content"
10. When complete. Return to the ALMS home page and click on Detailed Training Records.
11. Find the course you just completed and click Print Certificate of Completion.
12. A new screen will open, showing your certificate of completion. Click the Save/Export (button at top right) and select PDF from the dropdown menu in the Export window. Click Export.
13. If popup blocker is active (should be), the "To help protect your security..." ribbon will appear at the top of your screen. Right click and select Download File. The window will reopen.
14. Go through the procedure in step 13 again and save to your training folder (example: Battle Roster Number – AAAC 20120403.pdf in your AR 350-1 Training folder)

**Fort Benning
Modern Army Combatives
Online Training Resources**

As of: 03 April 2012

1. Go to the official home page of Modern Army Combatives at:
<http://www.benning.army.mil/infantry/197th/combatives/>
2. Click on Courses link on left side of screen for POI/TSP Each lesson includes a slide presentation.

**Army Learning Management System (ALMS)
Operational Security (OPSEC)
Online Training**

As of: 03 April 2012

Use the following instructions to take the course:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My training
4. Scroll down and click the ALMS logo in the center of the window.
5. Click on the "Catalog Search" button on the ALMS home page.
6. Enter "OPSEC" into the search dialog box and click the "Go" button.
7. Select "OPSEC Training" and click the "Register" button.
8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
9. Select "Launch Content"
10. When complete. Return to the ALMS home page and click on Detailed Training Records.
11. Find the course you just completed and click Print Certificate of Completion.
12. A new screen will open, showing your certificate of completion. Click the Save/Export (button at top right) and select PDF from the dropdown menu in the Export window. Click Export.
13. If popup blocker is active (should be), the "To help protect your security..." ribbon will appear at the top of your screen. Right click and select Download File. The window will reopen.
14. Go through the procedure in step 13 again and save to your training folder (example: Battle Roster Number – AAAC 20120403.pdf in your AR 350-1 Training folder)

**Army Learning Management System (ALMS)
Personnel Recovery (PR)
Online Training**

As of: 15 April 2012

Background:

AR 350-1, Army Training and Leader Development, Section 1–26, Personnel Recovery (PR) Training, sub-paragraph b, The personnel recovery training, states that PR training includes Code of Conduct (COC) and Survival, Evasion, Resistance, and Escape (SERE) training. Sub-paragraph c, The PR Training for Individuals, states that COC training is required for all Soldiers, and may be required for Army civilians and Army contractors. There are three levels of Code of Conduct training, levels A, B, and C.

All Soldiers receive COC level A during IMT. Level B is the intermediate level and all Soldiers shall complete level B training when in-processing at their first unit of assignment and all Soldiers must receive level B training annually in their units. Additionally, all Soldiers, Army civilians and Army contractors shall receive Level B training within one year prior to outside continental United States (OCONUS) travel. This training requirement may be fulfilled in any of the following ways: the Army PR 101 training module, the SERE 100 training module, or the Level B Code of Conduct video series. Level C training is required only for Soldiers, Army civilians, and Army contractors whose military jobs, specialties, or assignments entail a significant or high risk or capture and exploitation.

All Soldiers shall receive an annual briefing on PR doctrine, architecture, and operations. This training is also required for Army civilians who supervise Soldiers, who are themselves deployable, or who are involved in policy development related to deployments, training, or casualties and Army contractors (under the terms of the contract) who deploy with forces or who are involved in policy development related to deployments, training, or casualties. Army PR 101 will fulfill this training requirement.

Note: As PR training includes COC and SERE training (AR 350-1, Section 1–26, sub-paragraph b), it can be assumed that the annual PR 101 training should also meet the annual training requirements for COC and SERE. This assumption is supported by the fact that COC and SERE are no longer listed in Table G-1 of AR 350-1.

Description: PR 101A consists of three modules: 1) PR Architecture and System, 2) legal Aspects of Being an Isolated Person, and 3) Common Elements of PR Operations. Each module consists of several lessons which must be accessed individually through the main menu. Personnel must complete all three modules to meet the annual training requirement.

Note: Module 2 includes training on the Code of Conduct (COC).

Use the following instructions to take the course:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My training

4. Scroll down and click the ALMS logo in the center of the window.
5. Click on the "Catalog Search" button on the ALMS home page.
6. Enter "personnel recovery" into the search dialog box and click the "Go" button.
7. Select "Army PR 101A: Introduction to Personnel Recovery Concepts" and click the "Register" button.

Note 1: You will automatically be registering for the three modules. Each module consists of lessons, each with a quiz at the end. Once you have completed all lessons in the module, you can take the module test.

Note 2: Module 1 begins with a video. The video may not run and if you click "Next", the courseware may not start. Notice a very small right arrow in the top portion of the window. Clicking the arrow accesses the main menu and doing so should start the courseware.

8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
9. Select "Launch Content"
10. When complete. Return to the ALMS home page and click on Detailed Training Records.
11. Find the course you just completed and click Print Certificate of Completion.
12. A new screen will open, showing your certificate of completion. Click the Save/Export (button at top right) and select PDF from the dropdown menu in the Export window. Click Export.
13. If popup blocker is active (should be), the "To help protect your security..." ribbon will appear at the top of your screen. Right click and select Download File. The window will reopen.
14. Go through the procedure in step 13 again and save to your training folder (example: Battle Roster Number – AAAC 20120403.pdf in your AR 350-1 Training folder)

**Army Learning Management System (ALMS)
Prevention of Sexual Harassment (POSH) and
Sexual Assault Prevention and Response (SAPR)
Online Training**

As of: 03 April 2012

Note: See Equal Opportunity Training Requirements (Above)

Use the following instructions to take the course:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My training
4. Scroll down and click the ALMS logo in the center of the window.
5. Click on the "Catalog Search" button on the ALMS home page.
6. Enter "harassment" into the search dialog box and click the "Go" button.
7. Select "Sexual Harassment/Assault Response Prevention Training Course (FY12)" and click the "Register" button.
8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
9. Select "Launch Content"
10. When complete. Return to the ALMS home page and click on Detailed Training Records.
11. Find the course you just completed and click Print Certificate of Completion.
12. A new screen will open, showing your certificate of completion. Click the Save/Export (button at top right) and select PDF from the dropdown menu in the Export window. Click Export.
13. If popup blocker is active (should be), the "To help protect your security..." ribbon will appear at the top of your screen. Right click and select Download File. The window will reopen.
14. Go through the procedure in step 13 again and save to your training folder (example: Battle Roster Number – AAAC 20120403.pdf in your AR 350-1 Training folder)

**Army Training Network (ATN)
Preventive Measures against Disease and (Non-Battle) Injury (NBI)
Online Training**

As of: 03 April 2012

Description. Preventive Measures against Disease and Injury consists of four parts: 1) individual Soldier training, 2) collective unit training, and 3) leader training (i.e. what to check with regard to individual tasks and how to supervise collective tasks), and 4) Field Sanitation Team Certification.

Background. AR 350-1, Army Training and Leader Development, requires “Preventive Measures against Disease and Injury” prior to deployment and lists FM 40-5, Preventive Medicine, as the reference.

According to FM 40-5, Chapter 1, Introduction, Section II, The Preventive Medicine Functional Area, sub-section 1–7, Preventive medicine programs and services, Paragraph b, Field preventive medicine, sub-paragraph (3)(a):

Soldiers will apply the basic individual preventive medicine measures prescribed in FM 8–55 [Planning for Health Service Support], paragraph 11–5, and FM 21–10/MCRP 4–11.1D, chapter 2. Unit leaders will motivate, train, and equip subordinates prior to and during field training exercises and all deployments to defeat the medical threat through the use of individual and unit preventive measures as described in FM 4–25.12, chapters 1–2 and appendices A–D, and FM 21–10/MCRP 4–11.1D [Field Hygiene and Sanitation] chapters 2 through 4 and appendix A.

FM 8-55, paragraph 11–5, The Individual Soldier and the Medical Threat, states that **the individual Soldier** must initiate preventive medicine (PVNTMED) measures such as—

- a. Protection against heat by—
 - (1) Drinking sufficient amounts of water at frequent intervals.
 - (2) Using the correct work/[r]est cycle as directed by his leader.
 - (3) Eating all meals to replace salt.
 - (4) Recognizing the risk associated with wearing of MOPP clothing, body armor, or when operating inside armored vehicles.
 - (5) Modifying the uniform as directed/authorized by the commander.

- b. Protection against cold weather by—
 - (1) Drinking plenty of water to replace loss of fluids during periods of strenuous exercise.
 - (2) Wearing uniform in loose layers to retain body heat.
 - (3) Washing the feet daily and keeping them dry by changing socks several times a day.
 - (4) Keeping the body warm by exercising the trunk and limbs. Exercising feet, hands, and face to increase circulation.
 - (5) Using care when handling fuels.
 - (6) Avoiding skin contact to cold metal in cold climates.

- c. Protection against biting arthropods by—
 - (1) Using uniform as a barrier.
 - (2) Using insect repellent on exposed skin.
 - (3) Taking anti-malarial pills or tablets or other chemoprophylaxis as prescribed.

- (4) Using a bed net.
 - (6) Maintaining good personal hygiene.
 - (7) Keeping uniform clean.
 - (8) Using clothing application insect repellent on battle-dress uniforms.
- d. Taking precautions to prevent diarrhea by—
- (1) Not buying food, drink, or ice from civilian vendors unless approved by command authority.
 - (2) Using treated water. When not available, treating water by using iodine tablets, chlorine ampules, or other approved disinfectants, and as a last resort by boiling it.
 - (3) Washing hands.
 - (4) Washing food utensils.
 - (5) Burying waste.
- e. Maintaining physical and mental fitness by—
- (1) Exercising.
 - (2) Preventing skin infections by practicing good personal hygiene and washing the body as often as possible.
 - (3) Preventing dental disease. (See Chapter 9.)
 - (4) Preventing genital and urinary tract infections. (See FM 21-10.)
 - (5) Practicing sleep/rest discipline.
 - (6) Improving resistance to stress. (See Chapter 12.)
- f. Preventing injury by—
- (1) Ensuring adequate ventilation while in closed spaces such as when firing weapons inside a personnel carrier.
 - (2) Wearing hearing protection while associated with source of noise (that is, aircraft, tactical vehicles, and all calibers of weapons).
 - (3) Wearing eye protection when potentially exposed to sources of traumatic injury such as DE sighting devices and weapons, secondary projectiles, and accidental blunt trauma.
- g. Taking precautions to prevent diseases and illnesses as deemed appropriate by the medical threat.

FM 21-5.12, Unit **Field Sanitation Team**, Sub-Section 1-3. Responsibilities:

The commander is responsible for appointing, training, and equipping the [Field Sanitation Team] FST within his unit (see AR 40-5). Army Regulation 40-5 requires that members of the FST (organic or attached medical or nonmedical personnel) will receive training from supporting medical resources before deployment or field exercises to assure that small units have the PVNTMED resources to operate in adverse disease and/or climatic conditions.

Sub-Section 1-4. General Guides, paragraph b. Selection of Team Members. Sub-Paragraph (2) The FST consists of at least two soldiers, one of whom must be a noncommissioned officer when organic medical personnel are not available. If available, one member should be a medic and the leader of the FST.

The Field Sanitation Team (FST) Certification Course may be available through ATRRS as either a resident or Distributed Learning (DL) course. A course may also be available through the installation schools program or in the form of a CD ROM as listed in Appendix A of FM 4-

25.12. If other training resources are not available, commanders should establish their own certification course using unit-level medical personnel and the outline provided in FM 21-5.12.

FM 21-10, Appendix A, Unit-Level Preventive Medicine Measures Tasks, lists the following required tasks for units:

- TASK 1: Control biting insects
 - TASK 2: Use the 1-gallon or 2-gallon compressed air sprayer
 - TASK 3: Control domestic rodents
 - TASK 4: Prevent injuries due to venomous snakebite
 - TASK 5: Inspect unit food service operations
 - TASK 6: Inspect water containers
 - TASK 7: Check unit water supply for chlorine residual
 - TASK 8: Chlorinate water supplies
 - TASK 9: Set up, construct and maintain field waste disposal devices
 - TASK 10: Construct and maintain field hand washing and shower devices
-

Individual Soldier Training

Use the following instructions to view training materials:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My Training
4. In the Central Army Registry (CAR) window on the right side of the screen and enter "preventive med" in the search field.

Note: DL multi-media may require operating your browser in compatibility mode to view correctly.

5. Select: 081-831-1053: PRACTICE INDIVIDUAL PREVENTIVE MEDICINE COUNTERMEASURES (INTERACTIVE MULTIMEDIA INSTRUCTION)
6. Click View Now.
7. Click Launch Lesson when the new window opens.

**US Army Medical Command (MEDCOM)
Resilience Training
Online Training**

As of: 10 April 2010

Description: Reflects a strength-based, positive psychology approach to Warrior behavioral health. It is designed for Warriors, Leaders, Spouses, Families and behavioral health providers. Training and information is targeted to all phases of the Warrior deployment cycle, Warrior life cycle and Warrior support system.

Operational Resilience Training (ORT) modules (formerly Deployment-Cycle modules) build on existing Warrior and Leader strengths in preparation for all deployments and transitions. ORT training modules provide support throughout all seven deployment phases in order to promote resilience and mental fitness for facing the psychological impact that may result from combat and operational deployments.

Use the following instructions to take the course:

To access training go to: <https://www.resilience.army.mil/>

Click on “Warriors.”

Click on “Operational Resilience Training.”

Review the appropriate presentation or associated media from the following list of courses:

- Pre-Deployment Resilience Training for Warriors
- Pre-Deployment Resilience Training for Leaders
- Pre-Deployment Resilience Training for Spouses/Couples
- Post-Deployment Reintegration Resilience (PDHA)
- Post-Deployment Resilience Training for Spouses/Couples

**Army Learning Management System (ALMS)
Threat Awareness and Reporting Program (TARP)
(Note: Formerly known as SEADA)
Online Training**

As of: 17 April 2012

Use the following instructions to take the course:

1. Log into Army Knowledge Online (AKO): <https://www.us.army.mil/>
2. Go to Self Service drop down
3. Select My training
4. Scroll down and click the ALMS logo in the center of the window.
5. Click on the "Catalog Search" button on the ALMS home page.
6. Enter "threat awareness" into the search dialog box and click the "Go" button.
7. Select "U.S. Army Threat Awareness and Reporting Program (TARP) Course" and click the "Register" button.
8. A new window will open, showing your selected course. Click on the Continue Registration button and your registration will be confirmed.
9. Select "Launch Content"
10. When complete. **This course does not link to the ALMS Detailed Training Records database. At the end of the course, you will be provided a link to print your certificate.**

**Army Learning Management System (ALMS)
Sexual Assault Prevention and Response (SAPR) Training
Online Training**

As of: 03 April 2012

Note: See Prevention of Sexual Harassment (POSH) and Sexual Assault Prevention and Response Training (Above)

**Weapons Qualification
Online Training Resources**

As of: 03 April 2012

M9 Pistol: <http://www.youtube.com/watch?v=5cvir1CgWd4>

Rifle: <http://www.youtube.com/watch?v=4-orUZELocY>