



OFFICE OF THE DEAN
UNITED STATES MILITARY ACADEMY
WEST POINT, NEW YORK 10996-5000

MADN

22 JUNE 2023

MEMORANDUM FOR Department Staff and Faculty

SUBJECT: Enclosure 3: Annual Training Guidance

1. References.

- a. Army Regulation 600-20, Army Command Policy, dated 24 July 2020.
- b. USMA Command Policy Letter 22-06 dated 27 June 2022, subject: Command Policy Letter – Sexual Harassment/Assault Response and Prevention (SHARP) Policy.
- c. Army Regulation 350-1, dated 10 December 2017, Army Training and Leader Development.
- d. Army Directive 2022-05, dated 23 March 2022, Army Combat Fitness Test.
- e. Training Circular 26-6, dated 23 June 2008, Commander's Equal Opportunity Handbook.
- f. Army Regulation 600-200, dated 24 July 2020, Army Command Policy.
- g. Army Regulation 530-1, dated 26 September 2014, Operations Security.
- h. DoD Instruction 5200.48, dated 6 March 2020, Controlled Unclassified Information (CUI).
- i. Army Regulation 380-5, dated 25 March 2022, Army Information Security Program.
- j. Army Regulation 381-12, dated 1 June 2016, Threat Awareness and Reporting Program.
- k. Army Regulation 525-13, dated 3 December 2019, Antiterrorism.
- l. Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002, dated 15 May 2002.

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- m. Army Regulation 25-2, dated 4 May 2019, Army Cybersecurity.
 - n. US Code 5 CFR 412.202, Systematic Training and Development of Supervisors, Managers, and Executives.
2. Overview: The Office of the Dean is committed to conducting and tracking relevant Army training to maintain readiness and to foster an environment conducive to educating leaders of character.
3. Required training for military personnel:
- a. Anti-Terrorism Level 1 (annual)
 - b. Army Combat Fitness Test (annual)
 - c. Controlled Unclassified Information (CUI) (annual)
 - d. Equal Opportunity (annual)
 - e. Information Awareness Program (annual)
 - f. Information Security (INFOSEC) (annual)
 - g. Operations Security (OPSEC) (annual)
 - h. Sexual Harassment, Assault, Response, Prevention (annual, See Annex B for details).
 - i. Threat Awareness and Reporting Program (TARP) (annual)
 - j. Supervisory Development Course (supervisors of civilian employees only – every three years).
4. Required training for civilians:
- a. Anti-Terrorism Level 1 (annual)
 - b. Controlled Unclassified Information (annual)
 - c. Equal Employment Opportunity (annual)
 - d. Information Awareness Program (annual)

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- e. Information Security (annual).
 - f. Operations Security (annual).
 - g. Sexual Harassment, Assault, Response, Prevention (annual).
 - h. Threat Awareness and Reporting Program (annual).
 - i. Civilian Education System Foundation Course (one time requirement)
 - j. Supervisory Development Course (supervisors of civilian employees only – every three years).
5. Department POCS: at least one person per department will be trained and appointed to serve as the Department's point of contact and subject matter expert for the following additional duties:
- a. DTS, POC Ms. Kristan Burpo.
 - b. GFEBS, POC Ms. Kristan Burpo.
 - c. OCONUS Travel Training, POC Mr. Lajdecki.
 - d. EO Leader, POC MSG Baumgartner.
6. Physical Readiness: Army physical readiness testing requirements will be administered and maintained at the department level and provided bi-annually upon request to HHC. The POC for reserving and signing for the Dean's ACFT equipment is the Dean's XO (MAJ Adam Barsuhn).
7. All other 350-1 training can be conducted at the discretion of the academic departments based on their mission, personnel makeup, and leadership priorities.
8. Training Mechanisms: Details on access to all training modules are at Annex A (note, we will update this Annex as the content and locations of these modules change). SHARP and EO training must take place face-to-face unless a reasonable accommodation is necessary.
9. Tracking: Departments are afforded latitude to track completed training using whatever mechanisms they choose. Each Department should submit appointment orders for those positions described in paragraph 6 to both Jeremy Zifchock and the POC NLT 30 August 2023.
10. Reporting: Each department will submit a memorandum for record to the Assistant Dean of Operations, Jeremy Zifchock NLT COB on 30 April 2024. Each department

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will document each required training event and the percentages of assigned civilian and military personnel that have completed that event as well as a brief summary of the department plan to conduct make-up training, if necessary.

11. Inspections: Each department should prepare for a possible inspection by the USMA G3 or Inspector General annually. Staff assistance visits from the Dean's Staff or G3 may be requested but are not required.

12. The point of contact for the memorandum is Jeremy Zifchock, Assistant Dean of Operations, at jeremy.zifchock@westpoint.edu

Annex

A – Training Requirements

B – SHARP Training

KRISTA L. WATTS

COL, Academy Professor

Vice Dean for Operations

Annex A (Training Requirements) to Annual Training Guidance

IN PERSON TRAINING

[Army Combat Fitness Test](#) (Army Directive 2022-05)

[Equal Opportunity \(EO\) \(MIL ONLY\)](#) (TC 26-6, [Army Regulation 600-20](#))

The Army will provide equal opportunity and fair treatment for military personnel and Family members without regard to race, color, national origin, religion, sex (including gender identity), or sexual orientation which are known as the Bases of Discrimination. The Army will also provide an environment free of unlawful discrimination and offensive behavior. The EO Policy applies both on and off post, during duty and non-duty hours, working, living, recreational environments (both on and off-post housing), and utilizing electronic media.

FREQUENCY: annual **TIME TO COMPLETE:** 1.5 hours

ANNUAL ONLINE TRAINING

[Operations Security \(OPSEC\)](#) ([Army Regulation 530-1](#))

This is an interactive web-based course that provides OPSEC awareness for military members, government employees, contractors and dependents. The course provides information on how to protect unclassified information regarding operations and personal information. Take OPSEC Awareness for Military Members, DOD Employees and Contractors on the Center for Development of Security Excellence (CDSE) website.

FREQUENCY: Annual **TIME TO COMPLETE:** 1 hour

[Controlled Unclassified Information \(CUI\)](#) ([DODI 5200.48](#))

Components must ensure their personnel receive initial and annual refresher CUI education and training, and maintain documentation of this training for audit purposes.

FREQUENCY: Annual **TIME TO COMPLETE:** 1 hour

[Information Security Program \(INFOSEC\)](#) ([Army Regulation 380-5](#))

This training provides individuals an understanding of the information systems security policies, roles, responsibility, practices, procedures and concepts. For ALMS courses, visit the [ALMS](#) website and use the Mandatory Training link on the left hand side of the home screen to access the Information Security Program Training to satisfy the mandatory training requirements.

FREQUENCY: Annual **TIME TO COMPLETE:** 1 hour

[Threat Awareness and Reporting Program \(TARP\)](#) ([Army Regulation 381-12](#))

This training provides individuals an understanding of policy and responsibilities for threat awareness and reporting. TARP provides instructions for reporting information to Army Counterintelligence. For ALMS courses, visit the [ALMS](#) website and use the Mandatory Training link on the left hand side of the home screen to access the Threat Awareness Training to satisfy the mandatory training requirements.

FREQUENCY: Annual **TIME TO COMPLETE:** 1 hour

[Level 1 Anti-Terrorism Training](#) ([Army Regulation 525-13](#))

Completion of this training meets the annual requirement for Level I Antiterrorism Training prescribed by DoDI 2000.16. The purpose of this training is to increase your awareness of terrorism and to improve your ability to apply personal protective measures. It also provides

Annex A (Training Requirements) to Annual Training Guidance

links to resources you can use in the future. Joint Knowledge Online (JKO) - Take Level 1 Antiterrorism Awareness Training, JS-US007.

FREQUENCY: Annual **TIME TO COMPLETE:** 2 hours

[EEO/No Fear \(CIV\)](#) (No Fear Act)

Training can be completed either Face-to-Face or Online. This course contains mandatory training regarding Equal Employment Opportunity, Army anti-harassment policy, No FEAR and prohibited personnel practices, including whistleblower protection laws. For ALMS courses, visit the [ALMS](#) website and use the Mandatory Training link on the left hand side of the home screen to access the correct course needed to satisfy the mandatory training requirements.

Register for the course in [ATRRS](#) (either EEO Anti-Harassment & No Fear for Non-Supv EEO-203A or EEO Anti-Harassment & No Fear for Supervisors EEO-203B).

FREQUENCY: Annual **TIME TO COMPLETE:** 2 hours

[Information Assurance-Cyber Awareness Challenge 2020](#) (Army Regulation 25-2)

Authorized users of DoD information systems are required to take the initial and annual DOD Cyber Awareness Challenge training prior to gaining access. Choose DOD Cyber Awareness Training-Take Training.

FREQUENCY: Annual **TIME TO COMPLETE:** 1.5 hours

RECURRENT ONLINE TRAINING

[Supervisory Development Course \(All Supervisors\)](#) (5 CFR 412)

The SDC provides supervisors with knowledge necessary to successfully manage work processes and lead in the Army Environment. The Supervisor Development Course is a web-based course with lessons that focus on supervising Civilian employees and is required for all Civilian and military personnel who supervise Army Civilians. The Supervisor Development Course must be completed within the first year of placement in a supervisory position in accordance with the one-year supervisory probationary period. Supervisors are required to complete an abbreviated course as refresher training every three years. Supervisor Development Course is available to all Army employees as a self-development tool.

FREQUENCY: One time every 3 years. **TIME TO COMPLETE:** 40 hours (16 hours refresher)

ONE TIME ONLINE TRAINING

[Civilian Education System \(CES\) Foundation Course](#) (CIV ONLY)

The Foundation Course goal is to provide Army Civilians with an orientation to leader development concepts, build their careers and become Army Civilian leaders. The 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 Army Civilians.

- The Foundation Course is required for all Army Civilians employed after Sep. 30, 2006.
- The Foundation Course is available through DL only.
- Interns are required to complete the Foundation Course before completion of their intern program.

Applicants have 180 days from the date of enrollment to complete this course. Applicant has unlimited attempts to pass all lessons with a score of 80% or higher.

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Eligibility: The Foundation Course is available to all Army Civilians as a self-development tool. Register for all CES courses through [CHRTAS](#) and follow the instructions provided in system generated emails.

FREQUENCY: INITIAL ENTRY- 1 TIME REQUIREMENT **TIME TO COMPLETE:** 44.5 Hours

Annex B (SHARP Training) to Annual Training Guidance

CY22-23 SHARP Training Requirements

In accordance with Army Regulation 600-20, Annual SHARP Training will be conducted Face-to-Face by unit leaders with assistance from credentialed SHARP personnel. Training will use the approved Department of the Army SHARP Annual Refresher Training Support Package (available at [The SHARP Learning Portal](#)).

Unit leaders, supervisors, and managers will brief the annual SHARP refresher training – not SHARP professionals, to ensure Soldiers and civilians hear from their leadership on these matters – not someone outside their chain of command. Army Regulation 600-20 directs:

- Commanders will incorporate unit-level SHARP annual training into the overall training plan for the unit and document the training on unit training schedules.
- Commanders will determine the duration, location, and means for conducting training.
- Commanders will retain records of Soldier and civilian completion of SHARP Annual Refresher training.
- At the conclusion of Face-to-Face training, trainers must conduct a “Check on Learning.” A Check on Learning trifold is available for use within the TSP linked above.
- Training can be recorded in Digital Training Management System (DTMS) using Task: 150S-SHA-0100, Conduct Annual Face to Face SHARP Training.

The USMA SHARP Program team will begin tracking and reporting on the completion of annual refresher training by organization at the Sexual Assault Review Board (SARB). We will use calendar year (1 Jan XX through 31 Dec XX) for tracking purposes. Departments should report completion stats to Mr. Jeremy Zifchock (and cc COL Krista Watts) monthly until 100% completion is achieved.

Each organization may decide when, where, and how to conduct the required face-to-face annual training using the Training Support Package (TSP). SHARP Annual Refresher Training does not need to be conducted in one block, it can be spread out over the year in smaller pieces if all required slides are covered for each Soldier and civilian each year. Leaders may decide on what level of leadership within their organizations will conduct the training. All Soldiers and civilians must receive the SHARP Annual Refresher Training at least once a year. SHARP Annual Refresher Training is the bare minimum training required for SHARP.

We recognize this training is primarily policy-focused and may not get after the corrosive behaviors. SHARP Program personnel will prepare and present annual SHARP Deep Dive Discussions, in addition to annual training requirement, intended to go beyond the policy refresher training and discuss additional matters of interest including: current trends, survey feedback, hot topics (sex offenders, trauma, having difficult conversations, healthy relationships, etc.), discussions to better understand corrosive behaviors, and discussions to provide opportunities for feedback on how to improve SHARP prevention and response. SHARP Program personnel will continue to develop ad hoc specialized training and discussions as requested. SHARP Program personnel will be available, as requested, to assist you and your trainers in the preparation of these trainings. We will be available to answer any questions you or your trainers may have on the slides and content of the mandatory training. To schedule train the trainer, additional training, and annual SHARP Deep Dive Discussions, please contact Stacey Rosenberg, stacey.rosenberg@westpoint.edu.

Annex B (SHARP Training) to Annual Training Guidance

Specific Training Requirements. All subordinate units (i.e., each academic department and staff entity) will:

- **Conduct annual SHARP training face-to-face** using the approved Department of the Army SHARP Annual Training Support Package (TSP) as referenced above. Department Heads (and the Vice Deans for staff entities) will determine the duration, location, and means for conducting training. Unit leaders will lead the training with the assistance of certified SHARP professionals.
- All directorates, departments, and entities across USMA must **build awareness of the Command's SHARP policy and resources** through both physical means (information boards, policy binders) and virtual means (web link to SHARP program resources and contacts). The intent of these means of information is to message, publicize, and direct personnel to the enterprise's SHARP program contacts.
- **Review CCIR requirements and SHARP reporting procedures** to comply with AR 600-20 Appendix K. This regulation specifically requires that the SAIRO report is completed by the victim's immediate commander.
- Immediate Commanders are required to **use the 30-Day Checklist for unrestricted sexual assault reports** IAW DoDI 6495.02 (*Sexual Assault Prevention and Response Program Procedures*) Volume 1, Enclosure 5, Paragraph 3.a. (dated 09APR21). The 30-Day Checklist and other resources are available at the following link: [SAPR Policy Toolkit for Command Teams | SAPR](#).
- Immediate Commanders are also required to **submit an 8-Day Incident Report for unrestricted sexual assault reports** IAW DoDI 6495.02 (*Sexual Assault Prevention and Response Program Procedures*) Volume 1, Enclosure 5, Paragraph 3.s. (dated 09APR21).
- **No later than 1 October 2022** execute a training package developed by the SHARP Academy and USMA SHARP Program Office to **train all USMA supervisors** IAW DoDI 6495.02 (*Sexual Assault Prevention and Response Program Procedures*) Volume 1, Enclosure 5, Paragraph 2.b. All supervisors (civilian, officer and enlisted) down to the most junior supervisor, must receive specialized training that explains:
 - That all personnel in the victim's chain of command (civilian, officer and enlisted) are required to take appropriate measures to protect the victim when they become aware of reports of retaliation, reprisal, ostracism, or maltreatment.
 - What constitutes retaliation, reprisal, ostracism, and maltreatment, and Military Whistleblower Protections and procedures for reporting allegations of reprisal.
 - The resources available for victims to report instances of retaliation, reprisal, ostracism, maltreatment, or sexual harassment or to request a transfer or Military Protective Order (MPO).
 - That victims who reported a sexual assault or sought mental health treatment for sexual assault can discuss issues related to their military career with a General or Flag Officer in their chain of command.
 - All West Point entities are to report completion of this required supervisory training no later than 15 October 2022 to Mr. Zifchock so that he can in turn report to G3 CUOPS and the SHARP Program Office no later than the AY23 October SARB meeting.
- Commanders will retain records of Soldiers' SHARP training. The training should be annotated on the entity's training schedule or calendar, and the completion status of unit training will be reported monthly at the SARB starting in July each year.

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Supplementary Notes. The following items are on the SHARP Program Compliance Assessment Checklist. These are some of the questions that will be asked by HQDA and DoD compliance inspectors:

- Do all military personnel receive initial SAPR training within 14 days of initial entrance, and annually thereafter using the adult learning theory and interactive scenarios, and include; DoD policy on sexual assault, reporting options?
- Have all Service members, regardless of rank, assigned to the command/installation received their annual training on the SAPR policy and program? Did the training received include an explanation of what constitutes retaliation, reprisal, ostracism, and maltreatment in accordance with Service regulations and Military Whistleblower Protections?
- Have all supervisors received specialized training explaining how to handle retaliation, reprisal, ostracism, and maltreatment allegations? Does the training explain what constitutes retaliation, reprisal, ostracism, and maltreatment and what resources are available to the victims who report?
- Does the command/installation commander ensure harassment (including sexual harassment) prevention and response training and education programs include: mechanisms to ensure training is delivered only by instructors who possess the appropriate skills and competencies; to the extent practicable, training to the same audiences and in the same venues as sexual assault prevention and response training; and roles and responsibilities of Service members?
- Does training include information on how to identify sexual harassment, DoD standard definitions and types of harassment?
- Does training include options and procedures for submitting informal and formal complaints, and anonymous sexual harassment complaints?
- Does training include information how to identify and report retaliation IAW the Retaliation Prevention and Response Strategy (RPRS) Implementation Plan;
- Does training include information regarding how to identify and report reprisal IAW DoDD 7050.06?
- Does training include information regarding bystander intervention?
- Does training include information regarding any administrative or disciplinary action that could be taken?
- Do command/installation training and education programs include retaliation and reprisal associated with sexual harassment complaints (with definitions IAW DoDD 7050.06 and IAW Section 1034 of Title 10, U.S.C)?
- Do the command/installation commander and leaders at all levels comply with the established process for reporting retaliation associated with sexual harassment complaints?
- Does the command/installation commander conduct an assessment of the metrics to evaluate retaliation prevention and response effectiveness?
- Does the command/installation conduct training requirements in compliance with DoDI 1020.03?
- Do commanders at all levels monitor the organization's command climate by conducting the Defense Organizational Climate Survey and respond with appropriate action toward any negative trends that may emerge?
- Do commanders at all levels model healthy and safe relationships in their personal and professional environments, and promote a culture of dignity, respect, inclusion, and connectedness that actively deters self-directed harm and prohibited abusive or harmful behavior?

Annex B (SHARP Training) to Annual Training Guidance

- Do commanders at all levels foster an environment that promotes help-seeking behaviors and reduces stigma for help-seeking?
- Do members of the military community promote core values through their individual actions to shape, reaffirm, and share norms of dignity, respect, inclusion, and connectedness that actively deter self-directed harm and prohibited abusive or harmful acts through their professional spheres of influence?
- Do anti-harassment efforts include ALL of the following requirements:
 - Preventing behavior that is unwelcome or offensive, creates conditions that interfere with work performance, or creates a hostile environment?
 - Committed and engaged leadership?
 - Strong and comprehensive harassment prevention policies?
 - Consistent enforcement of policies?
 - Accessible complaint procedures?
 - Regular, interactive training tailored to the audience and the organization?
 - Prevention of behaviors on the continuum of harm?