



A Recommended Course Sequence for NAF Support Services

This curriculum documents a structured, progressive, and sequential approach to employee development within the NAF Support Services Division of Family and Morale, Welfare and Recreation. The curriculum identifies training and development needed to sustain and improve the abilities of the Family and MWR workforce and provides a path by which employees may develop competencies through education, training, and personal career planning. All branches of NAF Support Services are included as well as positions at the IMCOM Region and IMCOM G9.

Basic Courses for All Employees:

Course Title	Provided By	Format
Family and MWR Orientation Course	IMCOM Academy	Online
Team Member Orientation Course (garrison specific)	IMCOM Academy	Classroom
Operation Excellence – Customer Service Training	IMCOM Academy	Online/ Classroom
Introduction to the Family and MWR-Delivery System	IMCOM Academy	Online

Mandatory/Compliance*:

Course Title	Provided By	Format
Antiterrorism Training	Check local	Online
Combating Trafficking In Persons (CTIP)	Check local	Online
Ethics Orientation & Training	Check local	Online
Information Assurance Training	Check local	Online
No Fear Act	Check local	Online
Prevention of Sexual Harassment	Check local	Online

**Check with your supervisor about installation specific mandatory training and how/where to access!*

Skill Level/Non-Managerial:

Course Title	Provided By	Format
IMETS User Training	IMCOM Academy	Online

On Becoming a Manager:

Course Title	Provided By	Format
Family and MWR Basic Management Course	IMCOM Academy	Online
Applied Financial Planning: Income Statement Analysis	IMCOM Academy	Online
Applied Financial Planning: Breakeven	IMCOM Academy	Online
Applied Financial Planning: Forecasting	IMCOM Academy	Online
Applied Financial Planning: Retail Sales Accountability	IMCOM Academy	Online
Family and MWR Budgeting in the NAF System	IMCOM Academy	Online
Family and MWR Budgeting and APF Support	IMCOM Academy	Online
NAF Basic Contracting	IMCOM Academy	Online

On Becoming a Manager (continued):

Course Title	Provided By	Format
Marketing Plans for Activity Managers	IMCOM Academy	Online
Programming and Special Events	IMCOM Academy	Classroom
Implementing the Family and MWR-Delivery System	IMCOM Academy	Virtual
NAF Personnel Management	IMCOM Academy	Virtual
NAF Internal Controls	IMCOM Academy	Virtual
NAF Financial Management	IMCOM Academy	Virtual
Procurement for NAF Program Managers	IMCOM Academy	Virtual
Business Plan Development	IMCOM Academy	Online
CES Foundation Course	AMSC	Online
CES Basic Course	AMSC	Online/ Classroom
CES Intermediate Course	AMSC	Online/ Classroom

NAF Support Services (Functional Specific):

Course Title	Provided By	Format
Commercial Sponsorship Online Training	IMCOM Academy	Online

Senior Leadership:

Course Title	Provided By	Format
Leadership and Management for NAF Support Services Division Chiefs	IMCOM Academy	Classroom
Executive Leadership and Management for Family and MWR Division Chiefs	IMCOM Academy	Classroom
Executive Development for Directors of Family and MWR Course	IMCOM Academy	Classroom
CES Advanced Course	AMSC	Classroom

Other Learning Elements:

Course Title	Provided By	Format
Action Officer Development Course	AMSC	Online
Supervisory Development Course	AMSC	Online
CPR	Check local	Classroom
First Aid and AED	Check local	Classroom