

Items to complete with Trainer

Employee Training Binder

Please initial besides line item upon completion

_____ Explanation of Tabs

_____ IDP expectations and dates of completion

_____ Explanation of CYSS annual training and Garrison Trainings

_____ Explanation of Modules

Questions asked:

Trainer Signature _____

Date _____

Employee Signature _____

Date _____

WHAT?!! An IDP? What's that?

IDP= Individual Development Plan (there are a few types)

- Foundation IDP
- YS&F IDP
- CYPA IDP
- FCC Provider IDP
- Volunteer IDP
- Coaches IDP

Foundation Level Training IDP= New CYPAs

Orientation Training

Supervised Work Experience

Entry Level, Skill Level, Target Level- you have 18 months to complete. The levels are broken into 6 month increments. So, you have 6 months to complete each level from your DOH (date of hire)

- Entry Level= 4 modules; CPR/First Aid; Health Classes (Communicable Diseases/Administering Medications/etc); Basic Computer Skills; and space for "extra" trainings
- Skill Level= 5 modules; FSD (Family Style Dining); ERS (Environment Rating Scale) Training; Special Project; Conducting Observations; FCC or SAS Observation; CDC Observation; Blueprints for Care; Installation Requirement (required); and space for "extra" trainings
- Target Level= 6 Modules; Measuring Quality; CPR Update; and space for "extra" trainings.

Annual Training IDP= After Foundation Training is completed ☺

Block A= CPR/First Aid; Ethics; Child Abuse; Administering Medications/Communicable Diseases/etc.

Block B= Research on ONE topic of Interest related to position; Special Project related to Research- must be approved by Trainer- FIRST ☺

(Job Specific)

IDP



ARMY CHILD AND YOUTH SERVICES
MANAGEMENT STAFF/TRAINER
INDIVIDUAL DEVELOPMENT PLAN
ENTRY/SKILL LEVELS
FOUNDATION TRAINING



FROM TO: _____
(dates)
Complete within first 12 Months of Hire

EMPLOYEE:	INSTALLATION:	POSITION/GRADE:
DATE OF HIRE:	CUMULATIVE YEARS IN CYS:	DEGREE/DATE AWARDED/MAJOR:

A. ENTRY LEVEL I: 6 Units <i>Must complete within the first 3 months of hire</i> Orientation to CYS	DATE:	STAFF'S INITIALS:	TRNR'S INITIALS:
Child/Youth Abuse Identification, Prevention and Reporting			
GPR (Indicate Ages per Local Determination) Infant <input type="checkbox"/> Child <input type="checkbox"/> Adult <input type="checkbox"/>			
Tour of CYS Website at www.ArmyCYS.army.mil			
Submission of Question/Comment to www.ArmyCYSConnections.com Forum			
First Aid			
Expiration Date:			

B. ENTRY LEVEL II: 6 Units <i>Must complete within 6 months of hire</i> Commitment to Quality Training OR Environmental Rating Scale Training (if applicable) TourSmart (CDS/SAS) or Equivalent (YS/CLEOS) ICYET Program Accreditation (if applicable) CARAT (if applicable) CYPPP CYS Operations Plan/Space Count CYS Specific Program Handbook (Specify):	DATE:	STAFF'S INITIALS:	TRNR'S INITIALS:

C. SKILL LEVEL I*: 6 Units <i>Must complete within 12 months of hire</i> CFS Management Course Other (Specify): Other Optional (Specify): Other Optional (Specify):	DATE:	STAFF'S INITIALS:	TRNR'S INITIALS:

D. SKILL LEVEL II*: 6 Units <i>Must complete within 12 months of hire</i>	DATE:	STAFF'S INITIALS:	TRNR'S INITIALS:

*Includes MWR Academy Basic Management Course AND At least 1 CFSC-CYS/Region sponsored training event OR National Professional Subject Matter Event such as NAEYC, NSACA, BGCA, ABC, NRPA, 4-H, NAYS, NCCRR, Josephson Institute Character Counts Etc.

** Includes at least 1 Local, State or Regional Professional Subject Matter Event OR College Course OR Equivalent Installation Specific Requirement(s) OR ACTEDS Career Field 51 Course Recommendation.

DATE COMPLETED:	SIGNATURE OF TRAINER/DATE:	SIGNATURE OF STAFF/DATE:	SIGNATURE OF SUPERVISOR/DATE:
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**ARMY CHILD AND YOUTH SERVICES
CHILD AND YOUTH PROGRAM ASSISTANT (CYPA)
FAMILY CHILD CARE PROVIDER INDIVIDUAL
DEVELOPMENT PLAN**



OPTIONAL TRAINING RECORD

NOTE: OPTIONAL TRAINING IS IN ADDITION TO, NOT IN LIEU OF PRESCRIBED TRAINING. SUCCESSFUL COMPLETION OF TRAINING AS OUTLINED ON THE FOUNDATION AND ANNUAL IDPS IS A JOB REQUIREMENT.

EMPLOYEE/PROVIDER:	INSTALLATION:		POSITION/GRADE:	
PROGRAM ASSIGNED/PROVIDER ADDRESS:	TELEPHONE:	E MAIL ADDRESS		CREDENTIAL-DIPLOMA-DEGREE /DATE AWARDED/ MAJOR:
ENDORSEMENTS/HOME ACCREDITATION/OTHER QUALIFICATIONS:				

[illegible]



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, U.S. ARMY GARRISON, ALASKA
1060 GAFFNEY ROAD #6000
FORT WAINWRIGHT, ALASKA 99703-6000

IMFW-MWC-P

21 May 2014

MEMORANDUM FOR RECORD
SUBJECT: Lesson Plan Completion

1. This memorandum is to serve as a record of lesson plan expectations.
2. Lesson plans are due every other Monday based on the lesson plan schedule that runs from 2 June 2014 through 1 June 2015.
3. Lesson plans are due on the due date by COB.
4. If tardiness of lesson plans is expected, the trainer must be notified a minimum of twenty-four hours in advance.
5. Enclosures:
 - a. Copy of Lesson Plan Schedule
4. POC is the undersigned, at (907) 353-4063 or email: Caitlyn.b.griffin.naf@mail.mil

Enclosures 1

CAITLYN GRIFFIN
Assistant Director of Parent and Outreach
Services

You are requested to acknowledge receipt of this memorandum by signing and dating below.

Signature _____

Date _____

Lesson Plan Schedule

Lesson Plan DUE DATES

Remember: Lesson Plans are INCOMPLETE without the *Individual Child Planning*

Due Date: Every-other Monday (based off of these dates)		Lesson Plan Implementation Date
June 2, 2014		June 16-20 2014 June 23-27 2014
June 16, 2014		June 30-July 4 2014 July 7-11 2014
June 30, 2014		July 14-18 2014 July 21-25 2014
July 14, 2014		July 28-Aug 1 2014 Aug 4-8 2014
July 28, 2014		Aug 11-15 2014 Aug 18-22 2014
Aug 11, 2014		Aug 25-29 2014 Sept 1-5 2014
Aug 25, 2014		Sept 8-12 2014 Sept 15-19 2014
Sept 8, 2014		Sept 22-26 Sept 29-Oct 3 2014
Sept 22, 2014		Oct 6-10 2014 Oct 13-17 2014
Oct 6, 2014		Oct 20-24 2014 Oct 27-31 2014
Oct 20, 2014		Nov 3-7 2014 Nov 10-14 2014
Nov 3, 2014		Nov 17-21 2014 Nov 24-28 2014
Nov 17, 2014		December 1-5 2014 December 8-12 2014
Dec 1, 2014		December 15-19 2014 December 22-26 2014
Dec 15, 2014		December 29-2 January 2015 January 5-9 2015



VSI SYSTEM ACCESS REQUEST FORM

USER INFORMATION

EMPLOYEE NAME

TITLE

POSITION

ACTIVITY

EMPLOYEE SUPERVISOR

TYPE OF REQUEST

ADD ☐

CHANGE ☐

DELETE ☐

LOCATION

DATE REQUEST SUBMITTED

REQUEST ACCESS

	ADD	CHANGE	DELETE	OPERATOR	CLERK	MNG	TRAINER
REC TRAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GOLF TRAC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CYMS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ADDITIONAL INFORMATION:

NAME OF REQUESTER

SIGNATURE

STATUS INFORMATION (FOR F A USE ONLY)

DATE COMPLETED

COMPLETED BY

CONFIRMATION E-MAIL SENT

YES ☐

NO ☐

Training that
can be
completed
outside of NEO

Beginning of Modules #1

Preventing



Child Abuse and Neglect

**A Training Module
for Youth Program Staff**

Department of Defense Youth Program Child Abuse Prevention Training Series

Identifying and Reporting



Child Abuse and Neglect

**A Training Module
for Youth Program Staff**

Department of Defense Youth Program Child Abuse Prevention Training Series

Computer Trainings

New Guest or Sponsored Account Registration

A guest or sponsored account is a limited account in terms of rights and requires a full account holder to vouch for the guest. The full account holder will confirm that the guest has authorized access to AKO.

1. Navigate to Army Knowledge Online (<https://www.us.army.mil/>).
2. Click the "I Accept" button.

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- ▶ The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- ▶ At any time, the USG may inspect and seize data stored on this IS.
- ▶ Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- ▶ This IS includes security measures (e.g., authentication and access controls) to protect USG interests—not for your personal benefit or privacy.
- ▶ Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

I Accept

Image 1-1

3. Then click the "I don't have a CAC/PIV" tab.

CAC/PIV Login **I don't have a CAC/PIV**

Sign in using your CAC/PIV

Insert your CAC/PIV into the card reader, then Sign in.

Sign in

[Having trouble accessing AKO?](#)

New to AKO? Sign up

Create Account with CAC

Image 1-2



New Employee Network Access Training and Slide Presentations

If employees are having trouble at any point in time logging into the websites with CAC call the AKO help desk 1-866-335-2769 Use option 3 for Unclassified Support

U.S. Army Information Awareness Virtual Training <https://iatraining.us.army.mil>

Username: This will populate after typing in first and last name.

Email Address: Must be AKO or Enterprise email

Phone number:

CDC 1: 907-361-4190

CDC 2: 907-361-9056

SAC: 907-361-7394

YC: 907-361-5437

PCS: 907-353-7713

Sports: 907-353-7482

Organization: F&MWR CYSS

MACOM: USARPAC

These courses will give a certificate for the training and another certificate for the test. The only certificate that needs to be copied is the black certificate that is received after the test.

1. WNSF-Phishing Awareness v2.0 20-30 Minutes

2. WNSF-Personally Identifiable Information (PII) Course 30-40 Minutes

3. WNSF-Safe Home Computing Course 20-30 Minutes

This course does not have a launch presentation.

4. Portable Electronics Devices and Removable Storage Media v2.0 40-60 Minutes

5. Social Networking v1.0 20-30 Minutes

Information Assurance Training Center <https://ia.signal.army.mil>

Log in with CAC. If someone logs in without a CAC they will need to retake the training with the CAC.

Select a Branch: Army

Select a Type: Civilian

Select a MACOM: USARPAC U.S. Army Pacific Command

6. DOD Cyber Awareness Challenge 1.5-2 Hours

7. View and Sign AUP

8. Security Training- Initial Security Orientation 1.5-2 Hours

<https://www.lms.army.mil/>

9. Fill Out New User Request Form, SAAR, and Non Disclosure Agreement

Required Training for Network Access

Prior to completing the training, please have user complete the following first:

Establish an AKO account. Make sure user can log into the account.

Obtain their NAF Common Access Card (CAC).

It is best if user complete the following after they receive their CAC.

[Https://ia.signal.army.mil](https://ia.signal.army.mil)

Cyber Awareness Challenge Training and Exam

Acceptable Use Policy (AUP)

[HTTPS://iatraining.us.army.mil](https://iatraining.us.army.mil)

WNSF Safe Home Computing Course

WNSF Personally Identifiable Information (PII) Course

WNSF Phishing Awareness v2.0

WNSF Portable Electronic Devices and Removable Storage Media v2

Social Networking v1.0

Additional Documents that must be completed (All require digital signature)

New User Request form

DFMWR Non-Disclosure Form

New Employee Orientation Annual Installation Computer Based Trainings

1. Composite Risk Management Civilian Basic Course 2G-F104 DL

<https://www.atrrs.army.mil>

75-90 Minutes

20-30 minutes after you register for this course it will load in ALMS

Duty Position: Job Title usually CYPA

Clearance: "Y-None"

Work addresses:

Fort Wainwright, AK 99703

CDC 1-4024 600th St

CDC 2-4176 Neely Rd

SAC - 4166 Neely Rd

YC - 4109 Neely Rd

PCS or FCC - 1049 Chen Rd

Service Type: DOD Civilian

Pay Plan/Grade:

CY01 -entry level

CY 02- target level or lead

NA 05 or 07-Cook or Maintenance

NF 02 or 03- Admin, Program Associate, Program Manager

Series 1701

ALMS MANDATORY TRAININGS <https://www.lms.army.mil/>

The first time someone logs into ALMS a tutorial will start. The tutorial is not mandatory and can be skipped once it has started. Please let it load before skipping it or the program will crash.

If training doesn't load correctly go to:

Internet options -> privacy -> advanced ->Override automatic cookie handling, accept first party and third party cookies, and always allow session cookies.

If ALMS crashes after selecting a mandatory training go to the "my enrollments" tab and try launching the course from there.

If there are still issues call the ALMS help desk at 1-877-251-0730

2. Combating Trafficking in Persons Program

20-40 Minutes

There are two launch buttons. One is for technical support and the other is the course.

3. Sexual Harassment/Assault Response Preventing

75-90 Minutes

4. Suicide Prevention

15-20 Minutes

ALMS Course Search <https://www.lms.army.mil/>

5. Employee Safety Course FY 13

60-75 Minutes

6. OPSEC Awareness for Military Members, DoD Employees and Contractors

<https://www.cdse.edu/catalog/operations-security.html>

30-45 Minutes

There is **no need** to sign up for STEPP. Occasionally this will not produce a certificate. Verify the training is complete and then print a certificate with the appropriate name.

7. Constitution Day Training

<https://constitutionday.cpms.osd.mil/>

20-40 Minutes

8. Antiterrorism Online

<https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>

20-30 Minutes

If it appears you cannot proceed read the red font for directions:

9. Workplace Violence

<http://media.cpms.osd.mil/faslerd/employee/menu.htm>

45-75 Minutes

<http://media.cpms.osd.mil/faslerd/supervisor/menu.htm>

60-75 Minutes

Only take the one that applicable to you

**Job Specific Trainings
Program Assistants and Associates**

All

Accountability and Supervision

<https://imcomacademy.com>

45-60 mins

Child Development Center

Teaching Strategies Gold

<https://www.teachingstrategies.com>

3.5-4 hours

School Age Center

Army Traffic Program, Accident Avoidance, for Army Motor Vehicle Drivers

<https://www.lms.army.mil/>

1.5-2 hours

Character Counts Create an account, log in and find the sample lesson plans

<https://charactercounts.org>

15-30 mins

Youth Center

Army Traffic Program, Accident Avoidance, for Army Motor Vehicle Drivers

<https://www.lms.army.mil/>

1.5-2 hours

Character Counts Create an account, log in and find the sample lesson plans

<https://charactercounts.org>

15-30 mins

Outreach Services

Child and Youth Management System (CYMS)

<https://www.imcomacademy.com>

2-2.5 hours

Youth Sports

Character Counts Create an account, log in and find the sample lesson plans

<https://charactercounts.org>

15-30 mins

**Job Specific Trainings
Support Staff**

All

Army Traffic Program, Accident Avoidance, for Army Motor Vehicle Drivers

<https://www.lms.army.mil/>

1.5- 2 hours

Administrative Assistants

Child and Youth Management System (CYMS)

<https://www.imcomacademy.com>

2-2.5 hours

Cooks

Serve Safe

<https://www.imcomacademy.com>

Maintenance Personnel

The Collateral Duty Safety Officer's (CDSO) Course

<https://www.lms.army.mil/>

**Job Specific Trainings
Program and Assistant Program Managers**

Civilian Human Resources Training Application System

<https://atrrs.army.mil/channels/chrtas/student/logon.aspx>

Civilian Education System Foundation Course

Supervisor Development Course

Manager Development Course

Installation Management Academy

<https://www.imcomacademy.com>

Family and MWR Basic Management Course ONLINE

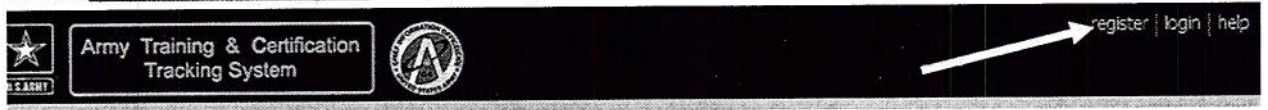
Army Training & Certification Tracking System Setup

All users must register at the Army Training and Certification Tracking System website. (ATCTS)

Certificates must be uploaded to this site if they are not already there. Most training will be listed within 72 hrs once it is completed.

When registering, please follow the following guidelines in setting up your account.

Access <https://atc.us.army.mil> and click Register.



You will be sent to the registration page.

Please fill in your information for your profile.

Enterprise Email: henry.b.crawford.naf@mail.mil [[Update Enterprise Email](#)]

Phone Number: 907.353.9225

Personnel Type: Civilian

Position Sequence Number: 2210

Grade/Rank: NAF - Non-Appropriate Funds

Personnel Security Standard: IT-II [[see descriptions](#)]

Your position sequence number is located on your 3434. (Job Series)

Most users will choose IT-IV for Personnel Security standard (Normal User)

Occupational Specialty: Non-Appropriated Funds (NAF)

Non-Appropriated Funds (NAF)

☐ I have the specialty type INFOSEC on my SF50

For Occupational Specialty, please choose the appropriate type (NAF for most MWR employees)

HQ Alignment Unit: Installation Management Command(IMCOM)->IMCOM Pacific Region(IMPA)->USAG Wainwright(6L7)->USAG MWR-220(6L7)
[Move: [Select Unit](#) OR [Search for Unit](#)]

Signal Command/FCIO Unit: U.S. Army Pacific (USARPAC)->Alaska - 59th Signal Battalion (59th NEC)->USAG MWR-220(6L7)

When choosing HQ alignment, please choose the following:

Installation Management Command (IMCOM) → IMCOM Pacific Region → USAG Wainwright (6L7)

For Signal Command:

U.S. Army Pacific (USARPAC) → Alaska → 59th Signal Battalion → USAG MWR 220 (6L7)

Slide Trainings

(Please see Trainer for
copy of slides)

Memorandum regarding mandatory No Fear Training.

I, _____ have watched the Slide presentations (No Fear) which was provided to me. These slide trainings will serve as meeting the mandatory NO FEAR Training requirement.

Employee's Signature

Date

Memorandum regarding mandatory CRM Training.

I, _____ have watched the slide presentations (Composite Risk Management) which was provided to me. These slide trainings will serve as meeting the mandatory CRM Training requirement.

Employee's Signature

Date

Memorandum of Completion - Privacy Act – PPI/PII Training

I _____ have reviewed and completed the Privacy Act – PPI/PII Training power point presentation, which has been provided to me. This training will serve as meeting the mandatory Privacy Act – PPI/PII Training requirement.

Employee's Signature

Date