# DEPARTMENT OF DEFENSE HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND 2834 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3091

\*USMEPCOM Regulation No. 350-1

#### Effective date:

## Training Command Training Program

FOR THE COMMANDER:

J. Cunningham
Deputy Commander/Chief of Staff

#### **DISTRIBUTION:**

Unlimited. This Regulation is approved for public release.

## **Executive Summary**. This Regulation:

- a. Provides responsibilities for MEPS, Battalions, Headquarters Special Staff Offices, and Directorates regarding the Command Training Program.
- b. Supersedes policy outlined in UMR 350-1, and guidance released via TASKER and INFO messages

**Applicability.** This regulation applies to all organizational elements of USMEPCOM.

**Supplementation.** Except where authorized under the provisions of this UMR, supplementation of this regulation is prohibited without prior approval from HQ USMEPCOM, ATTN: J-1/MEHR-WTC, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Suggested Improvements.** The proponent agency of this regulation is HQ USMEPCOM, J-1/Human Resources Directorate, Workforce Development Training and Conferences Division (J-1/MEHR-WTC). Users are invited to send comments and suggested improvements on <u>Department of the Army (DA) Form 2028, Recommended Changes to Publications and Blank Forms</u>, or memorandum to HQ USMEPCOM, ATTN: J-1/MEHR-WTC, 2834 Green Bay Road, North Chicago, IL 60064-3091.

**Internal Control Process.** See UMF 350-1-16, Training Program Self-Assessment.

<sup>\*</sup>This Regulation supersedes policy outlined in UMR 350-1 and guidance released via TASKER and INFO message

## USMEPCOM Regulation 350-1

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## Chapter 1 General

## 1-1. Purpose

This Regulation provides responsibilities for MEPS, Battalions, Sectors, Headquarters Special Staff Offices, and Directorates regarding training.

#### 1-2. References

References are listed in Appendix A.

#### 1-3. Abbreviations and Terms

Abbreviations and terms used in this regulation are listed in Appendix B, Glossary.

## 1-4. Responsibilities

- a. Commander, USMEPCOM will:
  - (1) Publish Command Annual Training Guidance, training regulations, and policy.
- (2) Exercise overall responsibility for policy, procedures, and requirements regarding training and Conferences within USMEPCOM.
- (3) Support the investment in USMEPCOM human capital as a strategic asset by deliberate planning, budgeting, operation, evaluation, and improvement of Training and Education activities and programs for employees that will enhance individual and organizational performance, assist in achieving performance objectives and the USMEPCOM mission, and maximize return on investment to USMEPCOM.
- (4) Exercise overall responsibility for policy, procedures, and requirements for requesting training and the allocation of funds for USMEPCOM personnel.
  - b. Director, J-1/Human Resources Directorate (J-1/MEHR) will:
- (1) Develop and draft Command Training Guidance In Accordance With (IAW) the command's mission and strategic vision.
  - (2) Oversee the Command Training Program.
- (3) Coordinate with proponents to update and publish Training Standardization Job Task Sheets (TSJTS) on SPEAR (Sharing Policy Experience and Resources).
  - (4) Implement the Civilian Workforce Development and Training Program.
- (5) Designate Administrative Point of Contact (POC) for HQ USMEPCOM regarding all Conferences.
- (6) Establish and execute procedures for the management, review, approval, and tracking of all training requests submitted via the Standard Form (SF) 182, Authorization, Agreement and Certification of Training.

- (7) Coordinate the execution of HQ USMEPCOM Training Day.
- (8) Coordinate USMEPCOM Career Program (CP) execution IAW Department of the Army CP managers.
  - (9) Oversee Training Government Purchase Card (GPC) Credit Card Program.
- c. Director, J-3/Operations Directorate (J-3/MEOP) will schedule USMEPCOM training day each quarter in coordination with the recruiting services and J-1/MEHR.
  - d. Directors and Special Staff Officers, will:
- (1) Coordinate and update all training requirements IAW directives, regulations, and policies applicable to their respective directorate through USMEPCOM J-1/MEHR prior to its execution and/or publishing. J-1/MEHR will be mandatory coordinator on the tracking and recording of all training events directed by proponent.
- (2) Designate one Primary and one Alternate Training Coordinator (TC) for their respective Directorate or Special Staff Office and report names to J-1/MEHR-WTC.
  - (3) Track, record and report all completed training through Joint Knowledge Online (JKO).
  - (4) Schedule, coordinate, and conduct all make-up training events.
- (5) Comply with the requirements of, provide opportunities for, and ensure employee awareness of developmental opportunities as outlined in the AR 350-1, AR 690-400, and USMEPCOM Workforce Development, Training and Conferences SPEAR pages.
  - (6) Schedule, coordinate, and execute all conferences in coordination with J-1/MEHR.
- (7) Ensure all assigned civilian and Army personnel have established accounts in AKO and Go Army Ed (GAE).
- (a) Ensure that all supervisors of civilians and Army personnel are registered in ACT and GAE. Non-Army supervisors must be sponsored by an Army civilian or soldier.
- (b) Non-Army military members are required to submit requests for training from their service branch via J-1/MEHR-SD-MPS liaisons.
  - (8) Review and submit all civilian and Army military training requests via GAE.
- (9) Appoint a designated POC to conduct semi-annual review and update of TSJTS. Provide names of POC and revisions to J-1/MEHR-WTC.
- (10) Ensure all resident and third party training for assigned personnel is tracked via Instructor Led Training (ILT) rosters in JKO. Third party training consists of all training content not delivered from JKO.
  - e. Sector Commanders will:
    - (1) Monitor mission related training.

- (2) Review and sign Battalion <u>UMF 350-1-5 Annual Training Plan</u> to ensure compliance with USMEPCOM Commander's Annual Training Guidance.
- (3) Review and sign Battalion <u>UMF 350-1-1 Unit Training Schedule</u> quarterly to ensure mandatory training compliance with USMEPCOM Commander's Annual Training Guidance.
- (4) Ensure one Primary and one Alternate TC is designated at the Sector, Battalion, and MEPS and report names and/or changes to J-1/MEHR-WTC.
- (5) Ensure Primary and Alternate TCs have completed prerequisite mandatory TC training, and signed Non-disclosure Agreement (NDA) Form. Forward completed NDA to J-1/MEHR-WTC.
  - (6) Track, record, and report all completed training through Joint Knowledge Online (JKO).
  - (7) Schedule, coordinate, and conduct all make-up training events.
- (8) Comply with the requirements of, provide opportunities for, and ensure employee awareness of developmental opportunities as outlined in the AR 350-1, AR 690-400, and USMEPCOM Workforce Development, Training and Conferences SPEAR pages.
  - (9) Schedule, coordinate, and execute all conferences in coordination with J-1/MEHR.
  - (10) Ensure compliance with Civilian Education System (CES) Program requirements.
  - (11) Ensure all assigned civilian and Army personnel have established accounts in AKO and GAE.
- (a) Ensure that all supervisors of civilians and Army personnel are registered in AKO and GAE. Non-Army supervisors must be sponsored by an Army civilian or soldier.
- (b) Non-Army military members are required to submit requests for training from their service branch via J-1/MEHR-SD-MPS liaisons.
  - (12) Review and submit all civilian and Army military training requests via GAE.
- (13) Ensure all resident and third party training is tracked via ILT rosters in JKO. Third party training consists of all training content not delivered from JKO.
- (14) Ensure subordinate Battalion and MEPS utilize UMF 350-1-16, Training Program Self-Assessment, semi-annually or as needed as part of MEPS Command Inspection Program (CIP).
  - f. Battalion Commanders will:
    - (1) Monitor mission related training.
- (2) Review and sign MEPS <u>UMF 350-1-5</u>, <u>Annual Training Plan</u> to ensure compliance with the USMEPCOM Commander's Annual Training Guidance.
- (3) Review and sign MEPS <u>UMF 350-1-1</u>, <u>Unit Training Schedule</u> quarterly to ensure mandatory training compliance with USMEPCOM Commander's Annual Training Guidance.

- (4) Consolidate subordinate MEPS signed <u>UMF 350-1-5</u>, <u>Annual Training Plan</u> into single pdf and forward to Sector to ensure compliance with USMEPCOM Commander's Annual Training Guidance. Battalion Commanders also serving as MEPS Commanders, will forward MEPS UMF 350-1-5 to Sector for review and signature.
- (5) Consolidate subordinate MEPS signed <u>UMF 350-1-1</u>, <u>Unit Training Schedule</u> into single pdf and forward to Sector quarterly to ensure compliance with the USMEPCOM Commander's Annual Training Guidance. Battalion Commanders also serving as MEPS Commanders, will forward MEPS UMF 350-1-1 to Sector for review and signature.
- (6) Designate one Primary and one Alternate TC in writing at the Battalion and MEPS and report names to Sector.
- (7) Ensure Primary and Alternate TCs have completed prerequisite mandatory TC training and signed Non-disclosure Agreement (NDA) Form. Forward completed NDA to Sector TC.
  - (8) Track, record, and report all completed training through Joint Knowledge Online (JKO).
  - (9) Schedule, coordinate, and conduct all make-up training events.
- (10) Comply with the requirements of, provide opportunities for, and ensure employee awareness of developmental opportunities as outlined in the AR 350-1, AR 690-400, and USMEPCOM Training and Civilian Workforce Development SPEAR Pages.
- (11) Schedule, coordinate, and execute all conferences in coordination with J-1/MEHR. Ensure Sustainment Training is conducted and documented on ILT in JKO.
  - (12) Ensure all assigned civilian and Army personnel have established accounts in AKO and GAE.
- (a) Ensure that all supervisors of civilians and Army personnel are registered in AKO and GAE. Non-Army supervisors must obtain an Army sponsor.
- (b) Non-Army military members are required to submit requests for training from their service branch via J-1/MEHR-SD-MPS liaisons.
  - (13) Review and submit all training requests via GAE.
- (14) Ensure completion of resident and third party training for assigned personnel is tracked via ILT rosters in JKO. Third party training consists of all training content not delivered from JKO.
- (15) Utilize UMF 350-1-16, Training Program Self-Assessment, semi-annually as part of BN/MEPS CIP.
  - g. MEPS Commanders will:
    - (1) Implement and track mission related training.
- (2) Develop, sign, and submit MEPS <u>UMF 350-1-5</u>, <u>Annual Training Plan</u> to Battalion for approval to ensure compliance with the USMEPCOM Commander's Annual Training Guidance.

- (3) Develop, sign and submit MEPS <u>UMF 350-1-1</u>, <u>Unit Training Schedule</u> to Battalion for approval to ensure compliance with USMEPCOM Commander's Annual Training Guidance.
- (4) Designate in writing, one Primary and one Alternate TC at the MEPS, and report names to Battalion.
- (5) Ensure Primary and Alternate TCs have completed prerequisite mandatory TC training and signed Non-disclosure Agreement (NDA) Form. Forward completed NDA to Battalion TC.
  - (6) Ensure Sustainment Training is conducted and documented via ILT in JKO.
  - (7) Ensure all assigned civilian and Army personnel have established accounts in AKO and GAE.
- (a) Ensure that all supervisors of civilians and Army personnel are registered in AKO and GAE. Non-Army supervisors must obtain an Army sponsor in AKO.
- (b) Non-Army military members are required to submit requests for training from their service branch via J-1/MEHR-SD-MPS liaisons.
  - (8) Review and submit all civilian and Army military training requests via GAE.
- (9) Enroll and record completion of resident and third party training via ILT rosters in JKO. Third party training consists of all training content not delivered from JKO.
- (10) Utilize UMF 350-1-16, Training Program Self-Assessment, semi-annually as part of MEPS CIP.
  - h. Training Coordinators (TC) will:
    - (1) Execute the Command Training Program.
    - (2) Be designated in writing by the applicable Sector, Battalion, and MEPS Commander.
- (3) Complete prerequisite mandatory TC training and sign Non-disclosure Agreement (NDA) Form. Completed NDA form will be forwarded to the next higher authority e.g. Battalion, Sector, Directorate, or Special Staff Office for submission to JKO program manager.
- (4) Enroll and Record completion of resident and third party training via ILT rosters in JKO. Third party training consists of all training content not delivered from JKO.
- (5) Ensure ILTs are available for any additional specific training requirements. Proponent directing training requirements will be responsible for updating and/or creating ILTs in JKO.
  - (6) Ensure Personnel Assigned Rosters are updated weekly in JKO.
  - (7) Enroll and graduate assigned personnel for all resident and third party training via ILTs in JKO.
- (8) Track completion of all training requirements per matrices posted on SPEAR, approved quarterly, and annual training plans.

- (9) Utilize sign in rosters for resident training topics via UMF 350-1-15.
- (10) Maintain Individual Training Records (ITR).
- (11) Maintain Command Training Binder.
- (12) Ensure completed TSJTS have been signed by Trainee, Trainer, and supervisor.
- (13) Input completion of TSJTS in JKO via ILT roster.
- i. Supervisors will:
  - (1) Ensure Non-Army military supervisors are sponsored for an AKO account.
  - (2) Ensure Army and Non-Army military supervisors establish an account in GAE.
- (3) Complete the Supervisor Development Course (SDC) within 180 days of assignment and the SDC-R (Refresher) every three years thereafter. Further, every civilian is required to complete the commensurate Civilian Education System Course in accordance with the civilian's grade.
  - (4) Ensure completion of day-to-day training of their assigned personnel.
  - (5) Utilize current TSJTS in the initial and sustainment training of assigned personnel.
  - (6) Ensure all assigned civilian and Army personnel have established accounts in AKO and GAE.
- (7) Utilize the Army Career Tracker (ACT) Individual Development Plan (IDP) to monitor progress and provide developmental opportunities. The automated IDP tool is located on the ACT website at <a href="https://actnow.army.mil/">https://actnow.army.mil/</a>.
- (8) Discuss professional career goals and developmental training needs with new employees and assist in the completion of an IDP within 60 days of initial employment.
- (9) Discuss professional career goals and developmental training needs with employees and assist in the completion of an employee's IDP within 30 days of their annual evaluation, if developing an employee's annual career training plan or a Performance Improvement Plan (PIP).
- (10) Review, approve, sign, and maintain employee's IDP within 30 days of the beginning of the employee's annual evaluation period, within 60 days of initial employment for new employees, and semi-annually or as required for updating.
- (11) Ensure employees actively seek self-development and job performance improvement in line with organizational goals and the appropriate Career Program (CP).
  - (12) Complete all required training per the training matrices posted on SPEAR.
  - j. Military members will:

- (1) Complete the Supervisor Development Course (SDC) within 180 days of assignment and the SDC-R(Refresher) every three years thereafter when serving in a supervisory role.
- (2) Coordinate their PME and career development, and complete training and testing requirements of their respective military service as prescribed by service requirements.
- (3) Utilize no cost courses whenever available through resources such as the Army e-Learning and DAU, or service-specific training websites.
- (4) Ensure Military Occupational Series (MOS), service specific codes, and rating qualifications are maintained.
  - (5) Register or update account in AKO and GAE within 30 days of reporting onboard.
  - (6) Complete all required training per the training matrices posted on SPEAR.

## k. Civilian Employees will:

- (1) Take part in all directed training events.
- (2) Review and self-certify all completed training in the Defense Civilian Personnel Data System (DCPDS). DCPDS allows DoD employees to update and enter completed training and to review and/or update personal training records in DCPDS.
  - (3) Register or update account in AKO and GAE within 30 days of reporting onboard.
- (4) Utilize the automated IDP tool located on the ACT website at <a href="https://actnow.army.mil/">https://actnow.army.mil/</a> to develop an IDP.
- (5) Discuss professional career goals and developmental training needs with their supervisors and complete an IDP within 30 days of their annual evaluation, and if developing an employee's annual career training plan or a Performance Improvement Plan (PIP).
- (6) Discuss professional career goals and developmental training needs with their new supervisors and complete an IDP within 60 days of initial employment, if development activities are required or developing their annual career training plan.
- (7) Utilize no cost or centrally funded courses whenever available through resources such as Army e-Learning, CES, DAU, and ACTEDS.
- (8) Actively seek self-development and job performance improvement in line with organizational goals, the appropriate CP, and CES programs.
  - (9) Make every effort to utilize the IDP for acquiring and enhancing their job skills.
  - (10) Complete all required training per the training matrices posted on SPEAR.

## Appendix A References

Section I

Publications referenced in or related to this publication

**Government Employees Training Act (GETA) of 1958** 

5 Code of Federal Regulations, "Training"

US Officer of Personnel Management Guide for Collection and Management of Training Information dated August 2008

#### AR 350-1,

Army Training and Leader Development

**Commander's Annual Training Guidance** 

**USMEPCOM Strategic Plan** 

Section II

Forms referenced in or related to this publication

UMF 350-1-1

**Unit Training Schedule** 

#### **UMF 350-1-2**

Request for Training

## **UMF 350-1-3**

Training Standardization Job task sheet

#### **UMF 350-1-5**

Annual Training Plan

#### **UMF 350-1-15**

Training Attendance Roster

## **UMF 350-1-16**

Training Program Self-Assessment

Note: UMF 350-1 series forms that are not listed above are hereby rescinded.

## Appendix B Glossary

Section I Abbreviations

## $\mathbf{AC}$

**Advanced Course** 

## AR

Army Regulation

## **AAR**

After Action Report

## **ATRRS**

Army Training Requirements and Resources System

## BC

**Basic Course** 

## BN

Battalion

## **CES**

Civilian Education System

## **CESL**

**Continuing Education** 

## **CHRTAS**

Civilian Human Resources Training Application System

## **CMO**

Chef Medical Officer

#### CP

Career Program

## DA

Department of the Army

## **DAU**

Defense Acquisition University

## DoD

Department of Defense

## FC

**Foundation Course** 

## $\mathbf{F}\mathbf{Y}$

Fiscal Year

## **GAE**

Go Army Education

## HQ

Headquarters

## **HQDA**

Head Quarters Department of the Army

## IG

Inspector General

## **ILT**

Instructor Led Training Roster

## **ITR**

**Individual Training Record** 

## **JKO**

Joint Knowledge Online

## MT

Medical Technician

#### **MEHR**

Director Human Resource Directorate

## **MEPS**

Military Entrance Processing Station

## **MERM**

Director Resource Management Directorate

#### CLO

On the Job Training

#### PCS

Permanent Change of Station

## **PME**

**Professional Military Education** 

## **OSD**

Office of the Secretary of Defense

## **POC**

Point of Contact

## PR

**Programs Division** 

## SAV

Staff Assist Visit

## **SDC**

Supervisor Development Course

## **SEA**

Senior Enlisted Advisor

## **SJA**

Staff Judge Advocates

## **SPEAR**

Sharing Policy Experience and Resources

## TC

**Training Coordinator** 

#### TDY

Temporary Duty Assignment

#### **TPSA**

Training Program Self-Assessment

## **TRADOC**

United States Army Training and Doctrine Command

## **SPEAR**

Sharing Policy Experience and Resources

## **TSJTS**

Training Standardization Job Task Sheet

## **USMEPCOM**

United States Military Entrance Processing Command

#### **UMR**

United States Military Entrance Processing Command Regulation

## **WBT**

Web Based Training

## Section II

## **Terms**

## **Points of Contact (POCs)**

Directorates, Sectors, and Special Staff Offices personnel serving in an advisory role in the development of a conference package. As required, they will provide guidance and assistance to proponents to plan, coordinate, execute, and complete after-action requirements for conferences that fall within their area of responsibility.

## **Proponent**

The element; at the MEPS, Battalion, Sector, or Headquarters level; hosting a conference.