

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

\*USMEPCOM Regulation  
No. 350-2

Effective date:  
**Training**  
**Training and Training Documentation**

---

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, Sectors, Headquarters Special Staff Offices, and Directorates regarding training.
- b. Breaks down and explains the different types of training and provides additional training considerations for the MEPS.
- c. Provides Training Documentation and Recordkeeping Guidance.

**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 [Department of the Army \(DA\) Form 2028, Recommended Changes to Publications and Blank Forms](#), 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.

---

\*This Regulation supersedes Rescinds policy outlined in UMR 350-1 and guidance released via TASKER and INFO message, as well as all additions, changes, or revisions submitted in coordination

## Table of Contents (TOC)

	Paragraph	Page
<b><u>Chapter 1</u></b>		
<b>General</b>		
Purpose	1-1	1
References	1-2	1
Abbreviations and Terms	1-3	1
Responsibilities	1-4	1
<b><u>Chapter 2</u></b>		
<b>Training Plan</b>		
Training Guidance	2-1	2
Annual Training Plan	2-2	2
Quarterly Training Plan	2-3	2
<b><u>Chapter 3</u></b>		
<b>Training</b>		
Training Prioritization	3-1	4
Professional Military Education	3-2	4
Civilian Training	3-3	5
Mandatory Training	3-4	6
Essential Training	3-5	6
Required Training	3-6	9
Training Delivery Methods	3-7	9
<b><u>Chapter 4</u></b>		
<b>Training Documentation</b>		
Annual Training Plan	4-1	10
Quarterly Training Plan	4-2	11
Service Specific Training	4-3	12
Individual Development Plan (IDP)	4-4	12
Request for Authorization, Agreement, and Certification of Training (SF-182)	4-5	12
Training Attendance Roster	4-6	12
Instructor Led Training (ILT) Roster	4-7	13
Command Training Binder	4-8	14
Training Standardization Job Task Sheets (TSJTS)	4-9	14
Training Program Self-Assessment	4-10	15
CA-12	4-11	15
<b>Appendices</b>		
<b><u>A.</u></b> References		16
<b><u>B.</u></b> Glossary		18

## **Chapter 1**

### **General**

#### **1-1. Purpose**

This Regulation:

- a. Provides responsibilities for MEPS, Battalions, Sectors, Headquarters Special Staff Offices, and Directorates regarding training.
- b. Breaks down and explains the different types of training and provides additional training considerations for the MEPS.
- c. Provides Training Documentation and Recordkeeping Guidance.

#### **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**

See UMR 350-1

## **Chapter 2**

### **Training Plan**

#### **2-1. Training Guidance**

The Commander's Annual Training Guidance is based upon the USMEPCOM Strategic Plan and will be published and disseminated across USMEPCOM.

- a. Published 30 days prior to the beginning of the Fiscal Year (FY).
- b. Sector, Battalion, and MEPS Commanders will utilize USMEPCOM Annual Training Guidance when developing their Annual Training Plan.

#### **2-2. Annual Training Plan**

The Annual Training Plan is based upon input from the Quarterly Training Plan. Annual Training Plans will provide resources regarding mandatory service requirements for Department of the Army Civilians/service members. The Annual Training Plan is a fluid document and subject to change based on command and/or service directives.

- a. The Annual Training Plan will be documented using UMF 350-1-5, Unit Training Plan.
- b. Locally generated resident training (Sector, Battalion, or MEPS). Completion of training will be tracked and documented at the element's level in locally created ILTs in JKO for training unique to that element. Training directed by at a higher level will be tracked via ILT provided by the requiring element.
- c. Additional training may be included at the Sector, Battalion, or MEPS discretion.
- d. Submitting the Annual Training Plan.
  - (1) MEPS Commanders will use the Annual Training Plan to schedule training activities and forecast essential resources and facilities to support the Command Training Program and is in line with the Commander, USMEPCOM Training Guidance.

- (2) MEPS Commanders will sign and submit their Annual Training Plan using UMF 350-1-5 to their Battalion Commander. Battalion Commanders also serving as MEPS Commanders will forward UMF 350-1-5 to Sector for approval. The Annual Training Plan will be signed, approved, and posted NLT 30 September.

#### **2-3. Unit Training Schedule (Quarterly Training Plan)**

The Unit Training Schedule is based upon input on the Annual Training Plan. Unit Training Schedules will include more details such as the specific date, time, and location of the training.

- a. The Unit Training Plans shall be documented using UMF 350-1-1, Unit Training Schedule. Unit Training Schedules are a fluid document and subject to change based on command and/or service directives.
- b. Unit Training Schedules shall include:
  - (1) Local generated resident training that is for all personnel assigned to the element (Sector, Battalion, or MEPS). Completion of training will be tracked and documented at the element's level in locally created ILTs in JKO for training unique to that element. Training directed by higher authority will be tracked via ILT provided by the requiring proponent.

(2) Other training may be included at the Sector, Battalion, or MEPS discretion.

c. Submitting the Unit Training Schedule:

(1) MEPS Commanders will ensure the UMF 350-1-1 accurately reflects the objectives of the Annual Training Plan. A copy of the approved Unit Training Schedule will be made available to all personnel **NLT 30 days** from the start of the corresponding quarter.

(2) MEPS Commanders will sign and submit their Unit Schedule to the next higher authority using UMF 350-1-1 **NLT 30 days** prior to the start of the applicable quarter. Battalion Commanders serving as MEPS Commanders will forward UMF 350-1-1 to Sector for approval.

(3) See [Chapter 4](#) for training documentation and recordkeeping guidelines for the Quarterly Training Plan.

## **Chapter 3**

### **Training**

#### **3-1. Training Prioritization.**

Commanders will compile and maintain a comprehensive training prioritization list that is based on the following:

- a. Priority I (Mandatory): Training that is specifically directed by DoD, HQDA, USMEPCOM, and service specific guidance. Training must be completed within a specified time period.
- b. Priority II (Essential): Training designed to directly improve the performance and efficiency of the workforce and is aligned to meet the goals of the organizational mission.
- c. Priority III (Recommended): Training that builds the organization as a team and develops supervisors' and employees' personal growth.

#### **3-2. Professional Military Education (PME)**

- a. Personal and professional development for military members includes the required PME courses listed in this regulation and in applicable Service directives.
- b. Military personnel are required to participate in their service PME programs. Supervisors will allocate time during the duty day to allow military personnel to complete correspondence courses and prepare for and complete required service qualifications and promotion testing. Personnel selected to attend resident PME program courses will not be denied attendance because of operational commitments.
- c. Unless specifically directed otherwise by their parent service, military personnel will complete required skill qualification training.
- d. Military members scheduled for a resident PME course who refuse to attend will be handled in accordance with Service directives.
- e. Requests for cancellation of a school quota or submission of an alternate candidate will normally not be favorably considered if the request is made fewer than 20 days prior to the class starting date, except for the following circumstances:

- (1) Serious illness or injury of primary candidate or member of his or her family.
- (2) Permanent Change of Station (PCS) or discharge of candidate
- (3) Candidate pending administrative or legal action
- (4) Temporary medical condition e.g. Pregnancy
- (5) Failure of most recent Physical Fitness Test, and/or Body Composition

Standards

- (6) Medical Profile or Limited Duty

f. Military members are encouraged to participate in their Service-sponsored correspondence programs.

### **3-3. Civilian Training**

a. The USMEPCOM Commander will appoint Career Program (CP) Managers. Each CP Manager maintains overall responsibility for providing advice and assistance on Command-wide training opportunities within his or her functional area.

b. Army civilian development is a continuous process that is accomplished through a blend of work assignments, formal training, and self-development opportunities. The Civilian Education System (CES) is:

(1) A progressive, sequential leader development training and educational program for Army civilians at all levels.

(2) A series of courses of instruction provided through blended learning, distributed learning, and resident instruction.

(3) Targeted towards specific civilian grades for CES course attendance, but priority for attendance to the resident courses is given to supervisors, managers, and team leaders per AR 350-1, Army Training and Leader Development.

(4) Required for civilians to attend based on the CES course targeted for their current grade or credit received for an equivalent military or civilian Leader Development Course. Equivalent courses are listed on the Civilian Human Resource Training Application System (CHRTAS) for CES course credit. Civilians may not enroll in a course that is higher than their current grade, although they may enroll in a course that is targeted for a lower grade.

(5) Auto-determined through CHRTAS for CES equivalent course completion, based on completion of specific TRADOC approved PME courses or previous versions of Civilian Leader Development courses. In order to be considered for meeting the CES target course requirement, it is the employees' responsibility to maintain the accuracy of course completion recorded in their Army Training Requirements and Resource System (ATRRS) training history.

(6) CES courses and grade targets are:

(a) Foundation Course (FC) GS 01-15: Required for all Army Civilian employees hired after 30 September 2006. The FC must be completed before the employee is eligible to apply for their target CES course.

(b) Basic Course (BC) GS 01-09

(c) Intermediate Course (IC) GS 10-12

(d) Advanced Course (AC) GS 13-15

(e) Continuing Education (CESL) GS 14-15

**3-4. Mandatory Training**

Consists of general training requirements essential to individual or unit readiness. This training is common to all military members and Department of the Army (DA) Civilians (unless otherwise noted), and will be incorporated into USMEPCOM and institutional training programs as specified by the Department of Defense (DoD), and applicable agencies.

Quarterly Training Days. Published by J-3/Operations Directorate (J-3/MEOP) on an annual basis and are mandatory for all personnel. No one is excused from training without prior approval from the Chief of Staff for Headquarters personnel or Sector Commander/Deputy Commander for MEPS personnel.

**3-5. Essential Training**

Consists of training designed to directly improve the performance and efficiency of the workforce, and is aligned to meet the goals of the organizational mission.

a. **Training Standardization Job Task Sheets (TSJTS)** is training that is critical in order to perform one's job. It is accomplished by the completion of position/billet specific TSJTS (UMF 350-1-3) and On the Job Training.

(1) Users will view and print the TSJTS as needed.

(2) On the Job Training is a method of delivering training and a process supervisors use to train personnel, improve individual skills, knowledge, and cross-train individuals. Once the TSJTS training is completed, UMF 350-1-3 will be signed by the trainee, trainer, and supervisor upon completion of training with the employee.

(3) Will be documented in an Instructor Led Training (ILT) Roster in JKO. See [Chapter 3](#) for details.

(4) Will be used for initial, sustainment, and trends reversal training, defined as any training used to improve current skills, ensure continued expertise, and as a corrective measure.

(a) Sustainment Training. Each section in the MEPS will conduct and document at least one hour of training per week. Training will address one or more of the specific tasks performed by each section of the MEPS.

(b) Trends Reversal Training. Targeted to correct deficiencies identified by the USMEPCOM Commander's Inspection Program, Inspector General (IG), or Staff Assistance Visit (SAV) findings.

(5) The TSJTS will serve as a guide for training employees, supervisors, new Commanders, and new SEAs. Additionally, this resource can be used as a ready reference training tool for applicable regulations and performance expectations. Proponents will review and update the UMF 350-1-3 to coincide with process, policy, or regulation changes. Proponents will appoint a designated POC to accomplish the review of TSJTS and to provide subject matter expertise to J-1/MEHR-WTC in the development of TSJTS. TSJTS will be reviewed semiannually, or as needed based on policy requirements for accuracy.

(a) TSJTS will be used by MEPS employees for:

1. New Employees Orientation
2. Job Specific Task Requirements



3. Regulatory Resources4. Reference5. Sustainment Training

(b) TSJTS will be used by supervisors for:

- TSJTS
1. Review of Employee Job Tasks
  2. The training of new employees within 90 days of initial hire or modification of the
  3. Employee Remediation
  4. Cross Training
  5. Regulatory Resources
  6. Reference

(c) TSJTS will be used by Commanders and SEAs for:

1. Cross Walk Orientation
2. Process of employee job tasks
3. Regulatory Resources
4. Reference

b. **Circumstantial/Job Specific Training.** Required Training if performing specific jobs or additional duties as outlined on the SPEAR page. This includes Recertification Training and other training required to maintain necessary certifications to perform one's job.

c. **Service-Specific Directed Training.** Commanders will ensure Service requirements are met in accordance with applicable Service regulations when developing their Annual Training Plan in accordance with current policy and regulations as outlined on the SPEAR page.

Note: Military members will complete Service directed General Military Training to eliminate duplication of effort.

d. **Supervisory Training.** Provides military and civilian supervisors of DA civilians and soldiers the administration skills for management and basic supervision.

(1) Military and civilian personnel who perform in a supervisory role will complete the Supervisor Development Course (SDC) within six months of assignment and the Supervisory Development Course Refresher every three years thereafter.

(2) Additional supervisory training requirements are outlined on SPEAR.

- e. **Sustainment Training.** Training used to improve current skills and to ensure continued expertise.

(1) Accomplished through ongoing training, remedial training, and refresher training.

(2) Ongoing Training. Each section in the MEPS will conduct and document at least one hour of training per week. Training will address one or more of the specific tasks performed by each section of the MEPS.

f. **Remedial Training.** Remedial training is targeted to correct deficiencies identified by the USMEPCOM Commander's Inspection Program or by Inspector General (IG) and Staff Assistance Visit (SAV) findings or any other means by which the Commander deems an area as weak.

g. **Refresher Training.** Refresher training helps individuals maintain proficiency for successful duty performance. Refresher training also provides training when new procedures are introduced.

h. **Familiarization Training with a Service Recruiter.** Familiarization training with a Service Recruiter will provide MEPS service members a basic working knowledge of the mission of Recruiting Service partners starting with initial contact of an applicant, through projecting the applicant for MEPS processing. MEPS service members shall only observe and will not participate in the recruitment process.

(1) All newly assigned MEPS military personnel will spend 1 to 2 days of familiarization training with a Service recruiter within the first 90 days of assignment. With the approval of the MEPS Commander, civilian employees, to include Chief Medical Officers (CMOs), are encouraged, (but not required), to participate in this program.

(2) The MEPS Commander, in coordination with the local Inter-Service Recruitment Committee (IRC), shall determine which recruiting office location each MEPS personnel will visit, with the understanding that it must be within commuting distance of the MEPS or the service member's residence (whichever is closer).

(3) Except for the MEPS Commander, Operations Officer, and Senior Enlisted Advisor (SEA), MEPS service members shall accomplish their familiarization training with a recruiter from the same service, e.g., Air Force to Air Force etc. Commanders, SEAs, and Operations Officers shall accomplish their familiarization training with a counterpart of another service. Additionally, the MEPS Commander, Operations Officer, and SEA shall visit the IRC Headquarters of their counterparts that are within 300 miles of the MEPS to review their marketing mission and advertising strategies.

(4) The Sector shall fund all Commander, SEA, and Operations Officer TDY from the MEPS to the IRC Headquarters as appropriate to accomplish this training.

(5) A MEPS service member with prior recruiting experience is exempt from this familiarization training requirement. Recruiting experience is defined as duty with a recruiting district, Battalion, or a subordinate command, and not as a member of one of the major recruiting headquarters staffs.

### 3-6. Recommended Training

Consists of training that builds the organization as a team and develops supervisors' and employees' personal growth.

a. **New Employee Training.** Mandatory training required upon initial hire. New Employee Training Requirements can be found on SPEAR.

b. **Crosswalks.** Crosswalks provide training opportunities within a Battalion to improve performance and allow information sharing between MEPS. Crosswalks may require temporary duty (TDY). Crosswalks outside assigned Battalion must be coordinated and approved through Sector.

(1) A new CMO will perform "Crosswalk" training at another MEPS with an experienced, DPC-4 CMO (regional trainer) for up to 15 workdays to observe and then participate in medical processing. Crosswalks outside assigned Battalion must be coordinated and approved through Sector.

(2) The Medical NCOIC/SUP MT is authorized a five day crosswalk. Crosswalks shall be coordinated by the MEPS and Battalion Commander. Crosswalks outside assigned Battalion must be coordinated and approved through Sector.

(3) Crosswalk participation will be documented in an ILT Roster in JKO.

c. **Cross Training.** Consists of training used to cross train individuals, within a particular workspace, in additional duties contributing to overall mission essential duties.

(1) Used to provide work experience in other areas within the organization to compliment continued mission readiness.

(2) Will be conducted locally and at no cost to the government, utilizing available training resources.

### 3-7. Training Delivery Methods

a. Resident Training. Training conducted in person, this applies to ILT.

b. Web-based Training (WBT). Training conducted online.

c. On the Job Training (OJT). Training conducted as part of the normal duties of their position.

d. External Third-Party Training.

(1) Training not hosted within USMEPCOM, by USMEPCOM, or online training created by USMEPCOM (e.g. CES, DAU, developmental courses offered commercially).

(2) Persons attending will submit certificate of completion to their training coordinator for input into an ILT in JKO.

## Chapter 4

### Training Documentation

#### 4-1. Annual Training Plan

Commanders will sign and publish their Annual Training Plan using UMF 350-1-5, Annual Training Plan. Annual Training Plans shall include:

a. **Mission Training:**

(1) Recorded in JKO.

(2) Completed UMF 350-1-5 will be retained under Record Number 350-3d/600E “Annual Training Plan” (for disposition instructions see [Recordkeeping](#) Requirements in this regulation.). These records will be maintained on a FY basis.

b. **Mandatory Training:**

(1) Refer to training matrices on SPEAR

(2) Recorded in JKO

c. **Sustainment Training:**

(1) Training used to improve current skills and to ensure continued expertise

(2) Accomplished through ongoing training, remedial training, and refresher training

(a) Ongoing Training. Each section in the MEPS will conduct and document at least one hour of training per week. Training will address one or more of the specific tasks performed by each section of the MEPS.

(b) Remedial Training. Remedial training is targeted to correct deficiencies identified by the USMEPCOM Commander’s Inspection Program or by Inspector General (IG) and Staff Assistance Visit (SAV) findings or any other means by which the Commander deems an area as weak.

(c) Refresher Training. Refresher training helps individuals maintain proficiency for successful duty performance. Refresher training also provides training when new procedures are introduced.

(d) Recorded in JKO.

d. **Cross Training:**

(1) Used to provide work experience in other areas within the organization to compliment continued mission readiness.

(2) Will be conducted locally and at no cost to the government, utilizing available training resources.

(3) Recorded in JKO.

e. **Leadership and Professional Development Training:**

(1) Military Personnel. Schedule Professional Development training at least quarterly. Featured topics should foster a unit environment that enhances continued leader development and encourages self-development as part of a life-long learning process.

(2) Civilian Personnel will receive professional development and leadership training, as identified on their IDPs, through the CES program.

**4-2. Quarterly Training Plan:**

Commanders will sign and publish their Quarterly Training Plan using UMF 350-1-1, Quarterly Training Plan. Quarterly Training Plans shall include:

a. **Mission Training:**

(1) Recorded in JKO

(2) Completed UMF 350-1-1 will be retained under Record Number 350-3d/600E “Quarterly Training Plan” (for disposition instructions see [Recordkeeping Requirements](#) in this regulation.). These records will be maintained on a FY basis.

b. **Mandatory Training:**

(1) Refer to training matrices on SPEAR

(2) Recorded in JKO

c. **Sustainment Training:**

(1) Training used to improve current skills and to ensure continued expertise.

(2) Accomplished through ongoing training, remedial training, and refresher training.

(a) Ongoing Training. Each section in the MEPS will conduct and document at least one hour of training per week. Training will address one or more of the specific tasks performed by each section of the MEPS.

(b) Remedial Training. Remedial training is targeted to correct deficiencies identified by the USMEPCOM Commander’s Inspection Program or by Inspector General (IG) and Staff Assistance Visit (SAV) findings or any other means by which the Commander deems an area as weak.

(c) Refresher Training. Refresher training helps individuals maintain proficiency for successful duty performance. Refresher training also provides training when new procedures are introduced.

(d) Recorded in JKO.

d. **Cross Training:**

(1) Used to provide work experience in other areas within the organization to compliment continued mission readiness.

(2) Will be conducted locally and at no cost to the government, utilizing available training resources.

(3) Recorded in JKO.

e. **Leadership and Professional Development Training:**

(1) Military Personnel. Schedule Professional Development training at least quarterly. Featured topics should foster a unit environment that enhances continued leader development and encourages self-development as part of a life-long learning process.

(2) Civilian Personnel will receive professional development and leadership training, as identified on their IDPs, through the CES program.

**4-3. Service-Specific Directed Training**

Commanders will ensure Service requirements are met in accordance with applicable Service regulations when developing their Annual Training Plan in accordance with current policy and regulations.

**4-4. Individual Development Plan**

The IDP is defined as a written plan of career objectives, competencies, courses, strategies, and developmental activities. The IDP is a tool to facilitate an employee's career and personal training plan. Its primary purpose is to assist employees in executing and reaching short and long-term career goals, as well as improving current job performance. An IDP is not a performance evaluation tool or a one-time activity. All applicable civilian training must be annotated within the individual's IDP.

**4-5. SF-182**

SF-182 should reflect training outlined in the member's Individual Development Plan (IDP). Request for training will be submitted via Go Army Education (GAE) and approved SF-182 will be submitted via GAE to individual's supervisor for approval. The SF-182 should be retained with an After Action Report (AAR) to help judge usefulness of future training. SF-182 will be retained under Record Number 350d/600E "Training Information Program Files – SF-182" (for disposition instructions see Recordkeeping Requirements).

**4-6. Training Attendance Roster**

Training Coordinators (TCs) will document attendance and completion of all resident training utilizing UMF 350-1-15, Training Attendance Roster. Training attendance rosters will be used to input enrollment and completion of resident training in ILTs in JKO.

**4-7. Instructor Led Training (ILT) Roster**

Will be created in JKO by the hierarchy or proponent directing the training e.g. Sector TC will create ILTs for training directed by Sector, or a Directorate TC will create ILTs for training required by the proponent (e.g. MICP, GTCC training will be created by MERM/J8). TCs will enroll and pass attendees documented on the UMF 350-1-15 in the ILT that corresponds with the training.

a. ILT rosters provide a means to track and record the attendance and completion of the following:

- (1) Resident Training
- (2) Training Standardization Job task sheets
- (3) New Employee Training
- (4) Job Specific Required Training
- (5) Leadership and Professional Development Training
- (6) Web Based Training (WBT). **Note:** ILT does not need to be created for web based training hosted in JKO
- (7) On the Job Training (OJT)
- (8) Crosswalk Participation
- (9) External Third Party Training

b. Naming conventions will consist of proponent requiring the training e.g. HQ, WS, ES, Battalion, or MEPS. Second, the acronym identifying the course, and lastly the FY the training requirement was first recorded in JKO. For Special Staff Offices and Directorates ILTs, an additional entry identifying their J code will be entered after HQ. ILT naming conventions will be listed as follows:

<b>Proponent Title</b>	-	<b>J code</b>	-	<b>Course Acronym</b>	-	<b>Fiscal Year</b>
<b>(HQ, ES, WS, MEPS)</b>		<b>(If applicable)</b>		<b>(Determined by Proponent)</b>		<b>(XXX)</b>

Required by J1: USMEPCOM: HQ-J1-AST-016

Required by Sector: ES-NPA-016

Required by Battalion: 2BN-CRO-016

Required by MEPS: CHI-MRC-016

**Note:** Unless the proponent for the training resides within your element (HQ, Sector, Battalion, or MEPS) you do not need to create the ILT, it will be created for you to use based on the above guidelines. If you have any doubts whether an ILT needs to be created, please contact Workforce Development Training and Conferences Division (WTC) for guidance before proceeding.

**4-8. Command Training Binder:**

The Command Training Binder will be maintained by the TC at the Sector, Battalion, and MEPS levels.

a. The Command Training Binder will serve as the main point of reference for the current FY documentation and will include the following:

- (1) USMEPCOM Commander's Annual Training Guidance
- (2) Training Coordinator Letters of Designation
- (3) Training Coordinator Course Certificate of Completion
- (4) Training Coordinator Signed Non-disclosure Form
- (5) Current FY Approved Annual Training Plan
- (6) Current FY Approved Quarterly Training Plan
- (7) Original UMF 350-1-15 for Current FY Resident Training
- (8) Syllabus for Resident Training Topics
- (9) AAR of Training

(10) Copies of the two most recent Physical Fitness Test (PFT), and Body Composition Records for all military members

(11) Copies of the two most recent PRT/PFT cycle waivers/Profiles for military members (if applicable)

b. Upon completion of the FY, all Command Training Binder documentation will be electronically stored on the local drive NLT 15 days into the new FY.

c. The Command Training Binder will be retained under Record Number 350-3b/600E "Readiness Training Files – Command Training Binder" (for disposition instructions see [Recordkeeping Requirements](#) in this regulation.) These records will be maintained on a FY basis.

**4-9. Training Standardization Job Task Sheets (TSJTS)**

The TSJTS will serve as a guideline for training newly reported employees, supervisors, commanders, and SEAs. Additionally, this resource can be used to sustain training and as a ready reference training tool for applicable regulations and performance expectations.

a. Proponents will review and update the TSJTS semi-annually in accordance with process, policy, or regulation changes.

b. Supervisors will ensure training is conducted, and evaluate their employees performing these tasks within 90 days of initial hire or modification of the TSJTS.

c. Trainee will sign acknowledging training was received and understands expectations of training provided.



d. Trainer will sign acknowledging training was delivered and understands expectations of training provided.

e. Supervisor will sign acknowledging training was delivered and that individual understands expectations of training provided.

f. The TC will record completion of TSJTS in JKO via ILT, and file TSJTS in ITR.

g. Completed UMF 350-1-3 will be retained under Record Number 350-1u2/600E “Training Media Files” (for disposition instructions see [Recordkeeping Requirements](#) in this regulation.). These records will be maintained on an FY basis.

#### **4-10. Training Program Self-Assessment (TPSA)**

Filled out semi-annually. The purpose of this self-assessment is to assist commanders and Senior Enlisted Advisors (SEAs) in evaluating internal processes identified in UMF 350-1-16. This documentation must be signed by the MEPS Commander or Senior Enlisted Advisor clearly indicating the date the evaluation was conducted, what internal process weaknesses (if any) were detected, and what corrective actions were taken. The completion of the UMF 350-1-16 is certification that the evaluation was performed and appropriately documented. UMF 350-1-16 will be retained under Record Number 1c/800D “Training Media Files” (for disposition instructions see Recordkeeping Requirements in this regulation.)

#### **4-11. Request for Support (CA-12)**

All requests for assistance from the WTC will be submitted via the CA Service Desk Manager System link: <https://caisd-prod/CAisd/>. An example of this would be requesting assistance with tracking training in JKO; a trouble ticket will be created. Trouble tickets submitted to J-1/MEHR/WTC will then be assigned to a subject matter expert within WTC for resolution.

## **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

### ***Section III***

#### ***Recordkeeping Requirements***

**RN 350-3b/600E: “Readiness Training Files – (*enter appropriate record*)” \*See Note**

PA: N/A

Keep in Current File Area (CFA) until no longer needed for conducting business, not more than 6 years, then destroy. (Fiscal Year)

(Ref:)

**Note:** This RN is used for both Quarterly Training Plan and Command Training Binder.

**RN 350-3d/600E: “Annual Training Plan”**

PA: N/A

Keep in CFA until no longer needed for conducting business, not more than 6 years, then destroy. (Fiscal Year)

(Ref:)

**RN 350-1u2/600E: “Training Media Files”**

PA: N/A

Keep in CFA for 1 year, then destroy. (Fiscal Year)

(Ref:)

**Appendix B**  
**Glossary**

*Section I Abbreviations*

**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

**FY**

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

**OJT**

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