



**PRINT THESE INSTRUCTIONS FIRST OR SAVE TO YOUR DESKTOP BEFORE PROCEEDING. FOLLOW INSTRUCTIONS STEP-BY-STEP TO ENSURE YOU RECEIVE CREDIT FOR YOUR TRAINING ON JKO.**

### Joint Staff personnel training requirements:

- All Joint Staff personnel (military, civilians, contractors) require an active JKO account and are required to complete annual training requirements on JKO in the calendar year.
- The JKO system will automatically assign, suspense, and track completion of required training courses in your JKO account. Military members completing the required training through their Service training systems will receive credit by sending completion certificates to the JKO Help Desk, [JKOHelpDesk@jten.mil](mailto:JKOHelpDesk@jten.mil).
- Assignment of courses will vary based on military, government civilian, or contractor status. The Office of Primary Responsibility (OPR) for a course will ensure accuracy and pertinence of the training requirement.
- For information regarding JKO accounts, access and course content, click the JKO tab at the top of the JS Portal home page at <https://portal.js.mil/default.aspx>, or go to the JKO entry page at <http://jko.jten.mil>.

### Quick start guidance for training on JKO:

- Step 1: Login to JKO.** Go to login page at <https://jkodirect.jten.mil> and click “OK” on the DoD Warning Banner. Click “Login using my CAC” in the grey “CAC Login” box to right of page. Your “My Training” tab will be populated with your assigned courses.
- Step 2: Enroll in the course.** To enroll in a course, click the “Enroll” button associated with that course in the “Actions” column. When prompted to confirm course enrollment selection, click “Continue.”
- Step 3: Launch the course.** To launch the course, click the “My Training” tab at the top of the page and click the “Launch” button. The course identification and “Launch” button will remain in the course listing until you have completed the course. Ensure that upon completion of the final lesson of a course, you click the “Next Lesson” button to successfully complete the course.

After completing a course, it should transition from the course listing in “My Training” to “Certificates” and you will receive a completion notice via email. If the course remains listed in your “My Training” section, click the refresh icon (🔄).

**IMPORTANT:** You can access your completion certificates and student transcripts by clicking the “Certificates” tab.

**Joint Staff required training courses:**

**JS-US006C Joint Staff Suicide Awareness and Prevention (1hr)** – civilians only, OPR: J1 (LTC Melissa Maxwell)

**JS-US006M Joint Staff Suicide Awareness and Prevention (1hr)** – military only, OPR: J1 (LTC Melissa Maxwell)

**J3TA-US030 Combating Trafficking in Persons (1hr)** – military/civilians, OPR: J1 (Ms. Cynthia Bingham)

**JS-US021 Joint Staff Sexual Assault Prevention & Response Training (1hr)** – military and civilians, OPR: J1 (Ms. Cynthia Bingham)

**JS-US011 Joint Staff Alcohol and Substance Abuse Prevention (1hr)** – military only, OPR: J1 (LTC Melissa Maxwell)

**JS-US012 Joint Staff No Fear Act Training (1hr)** – civilians only, OPR: J1 (Ms. Cynthia Bingham)

**JS-US013 Joint Staff Equal Opportunity Policy Basic Training (1hr)** – military/civilians, OPR: J1 (Ms. Cynthia Bingham)

**JS-US024 Joint Staff Cyber Awareness Challenge (1hr)** – military/civilians/contractors, OPR: J6 (Col Roderick Hutchinson)

**JS-US002 Joint Staff Privacy Act Awareness (.5hrs)** – military/civilians/contractors, OPR: JSSO (Ms. Erika Langerman)

**JS-US009 Joint Staff Operations Security (OPSEC) (1hr)** – military/civilians/contractors, OPR: JSSO (Ms. Erika Langerman)

**JS-US007 Joint Staff Antiterrorism Force Protection Level 1 (1hr)** – military/civilians/only contractors traveling overseas or who are specifically required by contract, OPR J-34 (LCDR Paul Will)

**JS-US014 Joint Staff Law of Armed Conflict (.5hrs)** – military only, OPR LC (Lt Col Matthew McCormack)

**JS-US003 Joint Staff Counterintelligence Awareness and Reporting (CIAR) (.5hrs)** – military/civilians, OPR J2 (Mr. Joshua Johnson)

**JS-US055 Joint Staff SCI Security Education & Awareness Training (1hr)** – Only military/civilians/contractors who have an SCI clearance, OPR: JSSO (Ms. Erika Langerman)