



PUERTO RICO STATE GUARD INSTRUCTION

PRSG-G1

PRSGI 350-1

DISTRIBUTION: A

1 July 2023

PUERTO RICO STATE GUARD MANDATORY ANNUAL TRAINING

Reference: See Enclosure A.

1. PURPOSE: The purpose of this policy is to establish the requirements and procedures for the Annual Mandatory Online Trainings for the Puerto Rico State Guard (PRSG). This training is essential to ensure preparedness and compliance with Puerto Rico State Guard Command regulations and policies, as well as to uphold the highest standards of professionalism and competence within our ranks.
2. APPLICABILITY AND SCOPE: This policy applies to all active members of the Puerto Rico State Guard Command, including Commissioned Officers, Warrant Officers, Non-Commissioned Officers, Airman's, and Enlisted personnel.
3. DEFINITIONS: N/A
4. INSTRUCTION/POLICY: This instruction/policy directly supports any instruction established in the Regulations of the Puerto Rico State Guard Command regarding the Annual Mandatory Online Trainings, which will include the following mandatory courses:
 - a. Sexual Harassment/Assault Response and Prevention (SHARP): This course aims to provide members with the necessary tools to prevent and appropriately respond to sexual harassment and assault.
 - b. Equal Opportunity (EO): This course aims to promote equal opportunity and eliminate discrimination within the Puerto Rico State Guard Command.
 - c. Communications Security (COMSEC): This course aims to ensure communication security and protection of classified information.

UNCLASSIFIED

d. Cyber Awareness: This course aims to raise awareness among members about cyber threats and promote safe online practices.

e. Any additional courses designated by the Commanding General during the fiscal year.

f. All mandatory courses will be offered online through a platform designated by the Puerto Rico State Guard Command G3 Training and Development Section. Detailed instructions will be provided to members on how to access and complete the online courses.

5. CERTIFICATION: Upon successful completion of each mandatory course, members will receive certification as evidence of their completion. These certifications will be stored and maintained in each member's individual training records.

6. IMPLEMENTATION AND OVERSIGHT:

a. A Mandatory Training Director will be appointed to oversee the implementation and oversight of this program. The Mandatory Training Director will be responsible for coordinating the online courses, monitoring members' compliance, and keeping records updated.

b. The Mandatory Training Director of the G3 section will work closely with unit Commanders and Senior leaders to ensure that all Puerto Rico State Guard members fulfill online training requirements within established deadlines.

c. Members who fail to meet training requirements will be subject to disciplinary action in accordance with current policies and regulations.

7. COMPLIANCE: Failure to comply with the mandatory training requirements outlined in this policy may result in disciplinary sanctions, ranging from warnings to termination of service in the PRSG.

8. RESPONSIBILITIES: All Guard's member of the Puerto Rico State Guard Command must meet with the Annual Mandatory Training policy to be in good standing.

a. The Annual Mandatory Training policy for the Puerto Rico State Guard Command will be applied fairly and equitably to all service members, regardless of their race, gender, sexual orientation, religion, age, national origin, or any other characteristic protected by applicable laws. See also PRSGD 13-300, Equal Opportunity (EO), Equal Employment Opportunity (EEO).

9. INFORMATION REQUIREMENTS: N/A

10. DISCLOSURE: Unlimited.

11. EFFECTIVE DATE: This instruction will be effective from the date of publication unless revoked or replaced.

12. POINT OF CONTACT: The point of contact for this instruction/policy is the G1, Personnel Officer of the Puerto Rico State Guard at (787)-731-3633 Ext.1464.

Enclosure A: Reference

1. PRSG webpage/Mandatory trainings.



EDRICK RAMIREZ GONZALEZ
Brigadier General, PRSG
Commanding General

1. Picture of PRSG Official webpage, military institute. (<https://prsg.pr>).

