

Academic Pre- Arrival Tasks

1. Global Assessment Tool GAT (AKO access required) (Conduct training from 1 June – 31 July, if your GAT is current but outside these dates then take it again to remain current during the course)

Use the following link to complete the GAT survey: <https://armyfit.army.mil/Protected/>

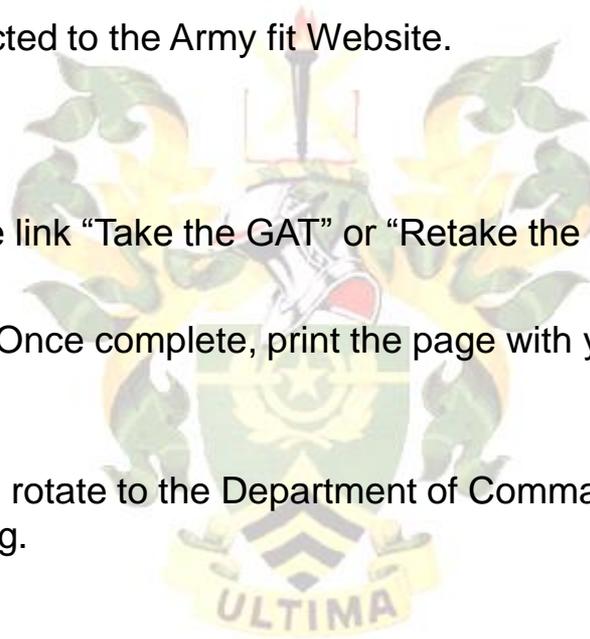
Step 1. Click the link above to be directed to the Army fit Website.

Step 2. Logon with your CAC

Step 3. Under the “Home” tab click the link “Take the GAT” or “Retake the GAT” whichever applies

Step 4. Answer the survey questions. Once complete, print the page with your results, complete the survey and print the certificate.

Step 5. You will turn these in once you rotate to the Department of Command Leadership. **Do not** turn-in to the Orderly Room during in-processing.



2. VIA Survey of Character Strengths: ** this survey is not a graduation requirement, however the VIA is used in the Department of Command Leadership as part of Instruction and is beneficial to the Student to complete prior to arrival.

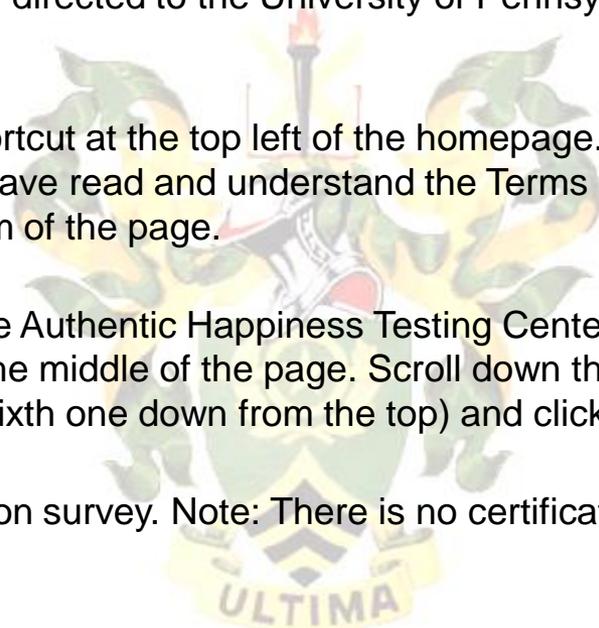
Register for the Authentic Happiness website and take the VIA Signature Strengths Survey by clicking the following link: <http://www.authentichappiness.sas.upenn.edu/Entry.aspx>

Step 1. Click the link above to be directed to the University of Pennsylvania's Authentic Happiness homepage.

Step 2. Click the REGISTER shortcut at the top left of the homepage. In the registration page you will register and create a password. Click "I have read and understand the Terms & Conditions of this agreement" and click the register tab at the bottom of the page.

Step 3. After being directed to the Authentic Happiness Testing Center page, look at the block marked Engagement Questionnaires in the middle of the page. Scroll down the web page until you find the VIA Survey of Character Strengths (sixth one down from the top) and click Take Test on the right side of the block.

Step 4. Complete the 240 question survey. Note: There is no certificate of completion for this survey, simply print the results page.



3. Multi-Source Assessment and Feedback (MSAF): (this is not a graduation requirement; however it is used in the Department of Command leadership as part of Instruction. Due to the length of the survey feedback it is beneficial to the Student to complete prior to arrival)

. U.S, ARMY ONLY.(not required for Sister Service of International Students) Log in to the Multi-Source Assessment and Feedback website and start a self assessment by clicking the following link: <https://msaf.army.mil>

Step 1. Click the link in the Top Left labeled “Log In”. Use your CAC Authentication to LOG IN.

Step 2. Create an assessment by clicking the shortcut tab at the Center of the Screen labeled “Start a 360 Event”.

Step 3. Click the top “Begin Button” and answer the following questions as follows:

1. Are you registered in a military or civilian PME or CES or specific program? **YES**

a. What is your class or specific program? **PME-SMC**

b. What is your class number? **Enter your Class number i.e. 67**

2. When do you want your event to end? When the drop down Calendar appears choose a date between 1-45 days from the day you take the survey and “Click Next”. You will be directed to a search page to add people you would like to select to assess you. Note: You will need to choose five superiors, peers, and subordinates each for a total of 15 people to take your survey. Use the search blocks to locate the 15 people you selected. You can use any combination of name, rank, and or UIC and then click the search icon. Most can be located by name. Note: Several choices may pop up and you can click on the blue (i) to see more information about the person.

Step 4. Because there is several ways to locate people, there are several ways to add them to your assessment. If their rank is associated with their information, they will be added to the appropriate category. (Superior, subordinate, or peer). If no rank is present, they will add directly to the subordinate category and an arrow will appear by their name if you want to move them to another category. If searching by UIC for example, checking the box in front of multiple names will allow you to add them all at once. Suggestion: If using this method, choose people from one particular category and check all of the names applicable. Then click the drop down menu at the bottom of the page and choose the Rating Group. Next click Add respondents. Repeat for all three categories.

Step 5. As you add names to the appropriate categories, a counter will show you how many you have. Once all names have been added, a green arrow at the bottom middle of the page will highlight with the words "Start Collecting." Click this and you will then be directed to take an assessment of yourself.

Step 6. Complete the survey and click Save and Exit. You will then be directed to the My Assignments Quick Reference page where you will see the survey you completed on the right hand side of the page.

Step 7. To monitor the progress of the surveys completed, click the MY EVENTS tab at the top of the page. You will then see your assessment with a green arrow on the far right hand side of the page. Click the green arrow. This page will give you statistics and an option to send an email reminder if not completed on time.

Step 8. Once all surveys are completed you will receive an Individual Feedback Report (IFR) and or a Leader Development Portfolio Report (LDP). Print these reports.

4. Senior Enlisted Joint Professional Military Education (SEJPME) Level 2 Course

(CHANGE as of 29 Jan 2016)

This is a graduation requirement. It can be completed during the course, however It is optimal to complete before class starts. Once complete email to the registrar or bring certificate with you on the report date of the course.

1. Go to: <https://jkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>
2. Select “Course Catalog” tab at the top of the page
3. Search for SEJPME in the block provided
4. Select course number-US002 Senior Enlisted Joint Professional Military Education II Course. The level I course does NOT meet the graduation requirement
5. Click the Enroll button
6. Click on the “My Training” tab at the top of the page
7. Scroll to the bottom under elective Training; click Launch to begin