

**Department of Navy (DON) Mandatory Training Requirements for All Civilians**

**All Civilians**

Mandatory training is defined by SECNAV Instruction 12410.25 as training mandated by executive order, Federal statute, regulation or at the direction of the Secretary of the Navy (SECNAV) and must be recorded in the Defense Civilian Personnel Data System (DCPDS).

Topic	Frequency	Training Audience	Where to Find/Source	Course Title(s)	Course ID/Code
DoD Cyber Awareness Challenge (Information Assurance Training)	Initial training before access to information systems, then refresher annually each Fiscal Year	All civilians, military personnel, and contractors that are authorized users of DOD information systems and networks	TWMS	FY23 DoD Cyber Awareness Challenge	DOD-CAC-2023.0
Privacy and Personally Identifiable Information (PII) Awareness	Initial training before access to information systems, then refresher annually each Fiscal Year	All civilians, military personnel, and contractors	TWMS	Privacy and Personally Identifiable Information (PII) Awareness Training	DON-PRIV-2.0
Operations Security (OPSEC)	Initial training upon onboarding, then refresher annually as prescribed by Command.	All civilians, military personnel, and some contractors  Note: May be required for some contractors per SECNAV M-5510.36	TWMS, Command OPSEC Program Managers for Critical Information List and protection procedures	FY23 Operations Security (OPSEC)	FY-23 OPERATIONS SECURITY
Counterintelligence and Insider Threat Awareness and Reporting (CIAR)	Within 30 days of onboarding, then refresher annually as prescribed by Command	All civilians, military personnel, and some contractors  Note: May be required for some contractors per SECNAV M-5510.36	Face-to-face delivery recommended. Instruction by an NCIS Agent is the preferred method of receiving training, and commands are highly encouraged to contact their local NCIS Office to arrange the training. If it is not practicable for an NCIS Agent to give the training, commands may conduct the training face-to-face using another CI-experienced individual, such as a Navy CI/HUMINT Specialist (NEC 3913) or USMC CI/HUMINT Specialist (0210/0211). Alternatively, computer-based training on Navy e-Learning may be used to meet the annual training requirement in the absence of the aforementioned preferred methods of instruction.	"NCIS Counterintelligence and Insider Threat Awareness and Reporting Training" with course number DON-CIAR-1.0 on Navy e-Learning.	Multiple
Prevention of Sexual Harassment (POSH)	Initial training within 90 days of onboarding, then no less than every two years as prescribed by Command.	All civilians and military personnel	TWMS	DON POSH_Anti-Harassment Training	TWMS-613963
Controlled Unclassified Information (CUI)	Initial and annual refresher CUI training for all personnel authorized access to information systems as prescribed by Command	All civilian and military personnel as well as contractors providing support to the civilians	TWMS	Controlled Unclassified Information (CUI)	TWMS-686564
Annual Time and Attendance, (T&A) Training	Initial training upon onboarding, then refresher annually no later than 31 March of each Fiscal Year (FY)	All civilian, military personnel involved in T&A through the submission of an individual civilian time card or official certification of a civilian time card.	TWMS	DON Mandatory Annual Time and Attendance Training	TWMS-693475
Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)	Within 90 days of onboarding or assuming a new supervisory position, then refresher every other year thereafter as prescribed by Command.	All Civilians and Supervisors of Civilians (to include military supervisors of civilians)	TWMS  *Included in CHRO's New Employee Orientation (NEO) and Human Resources Management (HRM)	DON No FEAR Training	TWMS-613957
DON Civilian Sexual Assault Prevention and Response Training	Annually each Fiscal Year  Personnel who are new to the Navy are required to complete the online content within their first 30 days of onboarding.	All DON civilian, Appropriated Fund, Non Appropriated Fund employees, Foreign National Direct personnel, and Military who supervise civilians.	TWMS	DON Civilian Sexual Assault Prevention and Response Training	TWMS-691361
Level One Antiterrorism Training	Initial training upon onboarding. Then annually for the first three years of employment or service and triennially thereafter	All civilians, military personnel, and some contractors as described below:  Offer AT Awareness Training to DoD contractor employees under the terms and conditions as specified in the contract.	NeL (linked to TWMS)	ANTITERRORISM LEVEL I AWARENESS TRAINING	TWMS-695977
Workplace Violence Prevention	Annually as prescribed by Command	All Civilians and Supervisors of Civilians (to include military supervisors of civilians)	DCPAS  Employees: <a href="http://media.cpms.osd.mil/faslerd/employee/menu.htm">http://media.cpms.osd.mil/faslerd/employee/menu.htm</a>  Supervisors: <a href="http://media.cpms.osd.mil/faslerd/supervisor/menu.htm">http://media.cpms.osd.mil/faslerd/supervisor/menu.htm</a>	Workplace Violence Prevention for Employees; Workplace Violence Prevention for Supervisors	N/A
Records Management	Annually as prescribed by Command	All civilians, military personnel, and contractors	NeL (linked to TWMS)	Records Management in the DON: Everyone's Responsibility	DOR-RM-010-1.2
Occupational Health & Safety (Non-Supervisory)	As required based on job	All civilians and others as described in DoDI 6055.1/MCO 5100.29C	Installation Safety Office/ESAMS Training Calendar <a href="https://esams.cnmc.navy.mil/ESAMS_GEN_2/Login">https://esams.cnmc.navy.mil/ESAMS_GEN_2/Login</a>	N/A	
Initial Ethics Training	Within 3 months of the date of entrance on duty.  Additional/recurring ethics training may be required based on an employee's series, responsibility, or other guidance issued by General Counsel. For instance, all confidential financial disclosure filers must complete certain annual ethics training, and public financial disclosure filers have additional requirements.	All New Civilians; Certain employees may be exempt from the training requirement.	Contact the local counsel/ethics office for additional guidance.  Web-based training is available in TWMS.	DON Initial and Annual Ethics Training	TWMS-697354
Combatting Trafficking in Persons (CTIP)	Initial training within first year of entry then refresher training as prescribed by Command.	All civilians and military personnel	NeL (linked to TWMS)	For General Awareness: CTIP GENERAL AWARENESS TRAINING; COMBATING TRAFFICKING IN PERSONS (CTIP) GENERAL AWARENESS REFRESHER TRAINING	DOD-CTIP-5.0
Physical Security	As prescribed by Command; No mandatory timeframe specified	All Civilians	Contact the local security office/representative	N/A	N/A
Plain Language Writing (note audience)	No mandatory timeframe specified. DON recommends providing this training initially to all new DoD personnel, then offer refresher training as needed.	DoD Personnel who regularly write and edit documents	TWMS	INTRODUCTION TO PLAIN LANGUAGE TRAINING	TWMS-614694
Constitution Day and Citizenship Day Observance	Provide educational materials to new employees within 90 days of on-boarding; provide educational materials to all employees annually on or around 17 September of each year.	All Civilians	For educational material, see the OCHR Portal: <a href="https://portal.secnav.navy.mil/orgs/MRA/DONHR/Training/Pages/CDCD.aspx">https://portal.secnav.navy.mil/orgs/MRA/DONHR/Training/Pages/CDCD.aspx</a>  For optional training: TWMS (training does not need to be documented)	CONSTITUTION DAY TRAINING	N/A
Equal Employment Opportunity Awareness for the Workforce	On a continual basis; No mandatory timeframe specified	All civilians	TWMS	DON EEO Training	TWMS-614600
Performance Management	No mandatory time-frame specified.  DON recommends that Commands communicate the features and results of agency performance management system annually to employees and their supervisors.	All Civilians and Supervisors of Civilians (to include military supervisors of civilians)	NeL <a href="https://learning.nel.navy.mil/">https://learning.nel.navy.mil/</a>	DPMAP Training	N/A

**Department of Navy (DON) Mandatory Training Requirements for Supervisors of Civilians**

**Supervisors of Civilians**

Supervisors and managers are the nexus between Government policy and action, and the link between management and employees. Effective supervisors increase employee motivation, communicate expectations, and ultimately increase organizational performance. To help build and sustain the necessary skills to do this, **supervisors (military and civilians) of civilian employees are required to complete initial and ongoing mandatory training.**

<b>Topic</b>	<b>Frequency</b>	<b>Training Audience</b>	<b>Where to Find/Source</b>	<b>Course Title(s)</b>	<b>Course ID/Code</b>
Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR)	Within 90 days of onboarding or assuming a new supervisory position, then every other year thereafter as prescribed by Command. Supervisors do not need to take separate training in addition to their general mandatory training requirement(s).	All <b>Supervisors</b> of civilians (to include military supervisors of civilians)	TWMS	DON No FEAR Training	TWMS-613957
Supervisory Training Topics: Performance Goals Objectives, and Appraisals; Merit System Principles, Mentoring and Motivating Employees; Fairness, Respect, Equal Opportunity, Quality of Work; Handling Unacceptable Performance; Hostile Environment, Reprisals, and Harassment; Prohibited Personnel Practices; Labor Relations and Employee Rights; Hiring Principles and Authorities; Workplace Incentives.	Within 1 year of initial appointment to a supervisory position, then refresher training at least once every 3 years	All <b>Supervisors</b> of civilians (to include military supervisors of civilians, executives, local nationals, and NAF)	TWMS	Performance Management Phases; MSP Basics for Hiring Managers; Hiring Talent; Coaching, Counseling, and Mentoring; DON EEO Training; Addressing Poor Performance; Labor Relations; Recognition Incentives and Awards	Multiple
Managerial Training Topics: Mentor Employees; Improve Employee Performance and Productivity; Conduct Performance Appraisals; Handle Unacceptable Performance; Manage Self; Manage Others; Manage Organizational Systems.	Within 1 year of initial appointment to a managerial position, then refresher training at least once every 3 years	All <b>Managers</b> of civilians (to include military supervisors of civilians, executives, local nationals, and NAF)	TWMS	Coaching, Counseling, and Mentoring; Addressing Poor Performance; Performance Management Phases	TWMS-580099
Civilian Employee Assistance Program (CEAP)	Within 1 year of initial appointment to a supervisory position, then No mandatory time-frame specified; as prescribed by the Command	All Supervisors of Civilians (to include military supervisors of civilians)	Contact the local CEAP Coordinator	N/A	TWMS-689280
Drug Free Workplace Program (DFWP)	Within 1 year of initial appointment to a supervisory position, then refresher training at least once every 3 years	All <b>Supervisors</b> of civilians (to include military supervisors of civilians)	TWMS; Contact the local Drug Program Coordinator for additional info	DRUG FREE WORKPLACE TRAINING FOR EMPLOYEES/MANAGERS/SUPVRS	TWMS-605565
*Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)	Annually prior to 31 July	All <b>Supervisors</b> of civilians (to include military supervisors of civilians); Reservists; and all personnel who are authorized to recommend, take, or approve any personnel action that is subject to USERRA (generally, this includes HR professionals, hiring managers, and employees involved in interview panels, review boards, etc.)	TWMS	DON USERRA	TWMS-576348
*Veterans Employment Training for Federal Hiring Managers	Annually as prescribed by Command	All <b>Supervisors</b> of civilians (to include military supervisors of civilians); hiring managers, and HR professionals	TWMS	TWMS: HIRING TALENT  Note: The TWMS "HIRING TALENT" course satisfies several requirements: Veteran's Employment, Employment of Individuals with Disabilities, and part of the DoD/CFR/NDAA	TWMS-583412
Workplace Violence Prevention	Annually as prescribed by Command.	All Civilians and <b>Supervisors</b> of civilians (to include military supervisors of civilians)	DCPAS Supervisors: <a href="http://media.cpmc.navy.mil">http://media.cpmc.navy.mil</a>	Workplace Violence Prevention for Supervisors	N/A
Equal Employment Opportunity	29 CFR 1614 does not specify a frequency, however, the NDAA 2010 mandates that supervisors receive Equal Opportunity training within 1 year of initial appointment to a supervisory position, then refresher at least every 3 years.	All <b>Supervisors</b> of civilians (to include military supervisors of civilians)	TWMS	DON EEO Training	TWMS-614600
Supervisors Responding to Whistleblower Complaints	Annual as prescribed by Command	All <b>Supervisors</b> of civilians (to include military supervisors of civilians)	TWMS	Whistleblower Training	TWMS-673220
Occupational Health & Safety for Supervisors	Within 90 days of onboarding or assuming a new supervisory position, then refresher annually	All Supervisors of civilians (to include military supervisors of civilians)	Office/ESAMS Training Calendar <a href="https://esams.cnmc.navy.mil">https://esams.cnmc.navy.mil</a>	N/A	N/A
Merit System Principles	Initial training must be completed prior to returning a certificate of eligibles during the hiring process OR within 1 year of initial appointment to a supervisory position (whichever comes first).	All Supervisors of Civilians (to include military supervisors of civilians)	TWMS	MERIT SYSTEM PRINCIPLES BASICS FOR HIRING MANAGERS	TWMS-511753
Performance Management	No mandatory time-frame specified.  DON recommends that Commands communicate the features and results of agency performance management system annually to employees and their supervisors.	All Civilians and Supervisors of Civilians (to include military supervisors of civilians)	NeL <a href="https://learning.nel.navy.mil/">https://learning.nel.navy.mil/</a>	DPMAP Training	N/A
Workers Compensation	No mandatory timeframe specified.  DON recommends initial training within one year of assuming a new supervisor position, then refresher training every 3 years.	All Supervisors of Civilians (to include military supervisors of civilians)	TWMS	WORKERS COMPENSATION	TWMS-586642
Employment of Individuals with Disabilities	No mandatory timeframe specified	All Supervisors of Civilians (to include military supervisors of civilians); hiring managers, and HR professionals	TWMS	TWMS: HIRING TALENT; DON EEO Training people with Disabilities  *Supervisors can satisfy the basic training requirement via the DON EEO and/or HIRING TALENT courses in TWMS. Note: The TWMS "HIRING TALENT" course satisfies several requirements: Veteran's Employment, Employment of Individuals with Disabilities, and part of the DoD/CFR/NDAA requirements.	TWMS-583412