

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

All Civilians

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Topic	Legal Citation	Frequency	Training Audience	Where to Find/Source	Course Title(s)
DoD Cyber Awareness Challenge (Information Assurance Training)	5 CFR 930.301 NAVADMIN 223/22, 2022 Cybersecurity Awareness Month and Fiscal Year 2023 Cyber Awareness Challenge, October 2022 DoD Directive 8140.01, 31 July 2017 SECNAVINST 5239.20A, 10 Feb 2016 SECNAVINST 5239.3C, 2 May 2016 SECNAV-M 5239.2, June 2016 DoDI 8500.01, 14 March 2014 DoDI 1400.25, Vol. 410, 25 Sep 2013	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, Navy e-Learning (NeL), https://learning.nel.navy.mil Defense Information Systems Agency (DISA) website, https://cyber.mil/training/cyber-awareness-challenge/ DISA Digital Video Discs (DVDs)	FY23 DoD Cyber Awareness Challenge
Privacy and Personally Identifiable Information (PII) Awareness	OMB M-17-12 OMB A-130 Privacy Act of 1974 5 U.S.C. §552a DoDI 5400.11, 8 Dec 2020 SECNAVINST 5211.5F, 20 May 2019 DoDI 1400.25, Vol 410, 25 Sep 2013	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
Operations Security (OPSEC)	SECNAVINST 3070.2, 9 May 2019 DoDI 1400.25, Vol. 410, 25 Sep 2013 DoDD 5205.02E, 20 June 2012	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)
Counterintelligence and Insider Threat Awareness and Reporting (CIAR)	SECNAVINST 5510.37A 28 Oct 2019 DoDD 5240.06, 21 July 2017 DoDI 3305.11, 13 August 2015 DoDI 1400.25, Vol. 410, 25 Sep 2013 Executive Order 13587	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-2.0 on Navy e-Learning.
Prevention of Sexual Harassment (POSH)	SECNAV 5300.26E, 28 May 2020 DoDI 1400.25, Vol. 410, 25 Sep 2013	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
Controlled Unclassified Information (CUI)	DoDI 5200.48, 6 March 2020 NAVADMIN 118/21	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)
Annual Time and Attendance, (T&A) Training	ASN (M&RA) memo dated 24 Jun 2021, S: Requirement for Annual Time and Attendance 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
Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)	5 CFR 724.203 P.L. 107-174, Sec. 202, 13 May 2002 DoDI 1400.25, Vol. 410, 25 Sep 2013	Within 90 days of onboarding or assuming a new supervisory position, then refresher (for all civilians) every other year thereafter as prescribed by Command.	All Civilians and Supervisors of Civilians (to include military supervisors of civilians)	TWMS	DON No FEAR Training
DON Civilian Sexual Assault Prevention and Response Training	DoDI 6495.02, VOL 2, 9 Apr 2021 SECNAVINST 1752.42C, 10 Aug 2018	Annually each Fiscal Year	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
Level One Antiterrorism Training	DoDI O-2000.16, Vol. 1, 17 Nov 2016 DoDI 1400.25, Vol. 410, 25 Sep 2013 Ensure that every military service member, DoD employee, and local national or third country citizen in a direct-hire status by the Department of Defense, regardless of grade or position, completes Level I AT Awareness Training requirements.	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
Workplace Violence Prevention	DoDI 1438.06, 16 Jan 2014 Annual training must be provided for supervisors and employees to foster workplace violence prevention and public safety awareness. At a minimum, this training provides instruction to: (1) Refrain from making threats or engaging in workplace violence. (2) Promptly report all acts or threats of violence to their immediate supervisor and appropriate military or civilian authorities. (3) Report all incidents of any person on a DoD facility who is the subject of, witness to, or victim of threatening behavior or a violent act, to their immediate supervisor and appropriate military or civilian authorities.	Annually as prescribed by Command	All Civilians and Supervisors of Civilians (to include military supervisors of civilians)	DCPAS Employees: http://media.cpmos.osd.mil/faslerd/employee/menu.htm Supervisors: http://media.cpmos.osd.mil/faslerd/supervisor/menu.htm	Workplace Violence Prevention for Employees; Workplace Violence Prevention for Supervisors

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Records Management	SECNAVINST 5210.8F, 26 Mar 2019 DoD Instruction 5015.02, 24 Feb 2015 DoDI 1400.25, Vol. 410, 25 Sep 2013	Annually as prescribed by Command	All civilians, military personnel, and contractors	NeL (linked to TWMS)	Records Management in the DON: Everyone's Responsibility
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 https://esams.cnic.navy.mil/ESAMS_GE_N_2/Login	N/A	
Physical Security	DoD Regulation 5200.08-R, 9 April 2007 DoDI 1400.25, Vol. 410, 25 Sep 2013	As prescribed by Command; No mandatory timeframe specified	All Civilians	Contact the local security office/representative	N/A
Plain Language Writing (note audience)	Public Law 111-274 DoDI 5025.13, 11 April 2013 DoD Personnel who regularly write and edit documents must take plain language training. New DoD personnel should receive this training either alone or as part of their orientation training.	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
Equal Employment Opportunity Awareness for the Workforce	29 CFR 1614.102 Equal employment opportunity policy and programs must be communicated (e.g. through training) by Commands to employees on a continual basis. NOTE: Though it is encouraged, formal training is not mandatory to meet this requirement. See Supervisory Training section for supervisory training requirements.	On a continual basis; No mandatory timeframe specified	All civilians	TWMS	DON EEO Training
Performance Management	5 CFR 430.209(c) Commands are required to communicate (e.g. through formal training) the relevant parts of their performance appraisal system. NOTE: Though it is encouraged, formal training is not mandatory to meet this requirement.	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)	Contact the local Human Resources Office	N/A
Initial Ethics Training	5 CFR 2638.304 Each new employee must complete initial interactive ethics training and receive certain written materials. Training must focus on ethics laws and regulations that the Designated Agency Ethics Official deems appropriate for the audience; must address concepts related to financial conflicts of interest, impartiality, misuse of position, and gifts. Office of Government Ethics Education Job Aid: https://www.oge.gov/Web/OGE.nsf/0/E4E3A80253171F0F8525806B005F2B68/\$FILE/LA-16-09%20Chart.pdf	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 2017 Initial and Annual Ethics Training
Combatting Trafficking in Persons (CTIP)	DoDI 2200.01, 5 April 2017 DoDI 1400.25, Vol. 410, 25 Sep 2013 All military and civilian employees must take at least one of the following courses: 1. CTIP General Awareness 2. CTIP Law Enforcement 3. CTIP Acquisition Professional 4. Other CTIP Program Management Office (PMO) Developed Training Please follow local command guidance regarding which version you should complete.	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
DON Civilian Sexual Assault Prevention and Response Training	DoDI 6495.02, VOL 2, 9 April 2021 SECNAVINST 1752.4C, 10 Aug 2018	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
Constitution Day and Citizenship Day Observance	36 U.S.C. 106 P.L. 108-447 Sec. 111 DoDI 1400.25, Vol. 410, 25 Sep 2013 NOTE: Employees are NOT required to complete training on this topic. Rather, Commands are required to provide educational materials (electronic or hardcopy) to employees as part of their new hire orientation and to all employees annually.	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: https://portal.secnnav.navy.mil/orgs/MRA/DONHR/Training/Pages/CDCD.aspx For optional training: TWMS (training does not need to be documented)	CONSTITUTION DAY TRAINING

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**

In order to maximize proficiency and effectiveness, supervisors are highly encouraged to take part in developmental activities that go above and beyond the mandatory requirements. Additional developmental activities for supervisors could include participating in leadership programs, mentorships, coaching, experiential learning assignments, and more.

Below is a list of the mandatory training requirements and fulfillment options. Existing supervisors who have previously completed training that meet the mandatory requirement(s) are not required to take training until such time that refresher training is due; however, this training must be validated by the command and appropriately documented. All training completed outside of TWMS or NKO/Net, to include Command-sponsored training used to fulfill mandatory requirements must meet the minimum standard(s) specified in the references and be documented in DCPDS (or equivalent system for employees not in DCPDS).

Topic	Legal Citation	Frequency	Training Audience	Where to Find/Source	Course Title(s)
Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR)	5 CFR 724.203 P.L. 107-174, Sec. 202, 13 May 2002 DoDI 1400.25, Vol. 410, 25 September 2013	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 Supervisors of civilians (to include military supervisors of civilians)	TWMS	DON No FEAR Training
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.	2019 DoD Managerial and Supervisory Learning and Evaluation Framework	Within 1 year of initial appointment to a supervisory position, then refresher training at least once every 3 years	All Supervisors 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
Managerial Training Topics: Mentor Employees; Improve Employee Performance and Productivity; Conduct Performance Appraisals; Handle Unacceptable Performance; Manage Self; Manage Others; Manage Organizational Systems.	2019 DoD Managerial and Supervisory Learning and Evaluation Framework	Within 1 year of initial appointment to a managerial position, then refresher training at least once every 3 years	All Managers of civilians (to include military supervisors of civilians, executives, local nationals, and NAF)	TWMS	Coaching, Counseling, and Mentoring; Addressing Poor Performance; Performance Management Phases
Civilian Employee Assistance Program (CEAP)	CHRM 792.1 "Civilian Employee Assistance Program"	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
Drug Free Workplace Program (DFWP)	Executive Order 12564 CHRM 792.3	Within 1 year of initial appointment to a supervisory position, then refresher training at least once every 3 years	All Supervisors 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
*Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)	38 U.S.C. 4335 Public Law 110-389, Veterans Benefits Improvement Act of 2008 OPM Memo on Uniformed Services Employment and Reemployment Rights Act Guidance, 10 September 2013 DoDI 1400.25, Vol. 410, 25 Sep 2013 ASN Memo dtd 4 June 2014	Annually prior to 31 July	All Supervisors 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
*Veterans Employment Training for Federal Hiring Managers	Executive Order 13518 Note: The TWMS "HIRING TALENT" course satisfies several requirements: Veteran's Employment, Employment of Individuals with Disabilities, and part of the NDAA 2010/5CFR 412 requirements.	Annually as prescribed by Command	All Supervisors of civilians (to include military supervisors of civilians); hiring managers, and HR professionals	TWMS	TWMS: HIRING TALENT
Workplace Violence Prevention	DoDI 1438.06 Annual training must be provided for supervisors and employees to foster workplace violence prevention and public safety awareness. At a minimum, this training provides instruction to: (1) Refrain from making threats or engaging in workplace violence. (2) Promptly report all acts or threats of violence to their immediate supervisor and appropriate military or civilian authorities. (3) Report all incidents of any person on a DoD facility who is the subject of, witness to, or victim of threatening behavior or a violent act, to their immediate supervisor and appropriate military or civilian authorities.	Annually as prescribed by Command.	All Civilians and Supervisors of civilians (to include military supervisors of civilians)	DCPAS Supervisors: http://media.cpmos.osd.mil/faslerd/supervisor/menu.htm	Workplace Violence Prevention for Supervisors
Equal Employment Opportunity	29 CFR 1614.102; NDAA 2010 Section 1113 29 CFR: Orientation, training and advice shall be provided to managers and supervisors to assure their understanding and implementation of the equal employment opportunity policy and program. NDAA 2010: "...provide training to supervisors on... fostering a work environment characterized by fairness, respect, equal 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 Supervisors of civilians (to include military supervisors of civilians)	TWMS	DON EEO Training
Supervisors Responding to Whistleblower Complaints	TITLE 5 (5 U.S.C) Chapter 4302 and Chapter 7515 Section 1097 NDAA FY 18	Annual as prescribed by Command	All Supervisors of civilians (to include military supervisors of civilians)	TWMS	Whistleblower Training
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)	Installation Safety Office/ESAMS Training Calendar https://esams.cnmc.navy.mil/ESAMS_GEN_2/Login	N/A	N/A

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Workers Compensation	DoDI 1400.25-V810 The mandatory elements in this training requirement cover "the Electronic Data Interchange (EDI) application when filing claims for injuries and illnesses under FECA" and "supervisor responsibilities within the injury compensation program".	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
Employment of Individuals with Disabilities	Executive Order 13548 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.	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
Merit System Principles	ASN Policy Memorandum, "Merit Systems Principles Mandatory Training for Hiring Managers." 26 December 2012	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