

**FY20 MANDATORY TRAINING LIST FOR US CIVILIAN APF EMPLOYEES**

**MCIPAC - MCB Butler CHRO Training**

(DSN 645-7689, [mcbbutlerchrotraining@usmc.mil](mailto:mcbbutlerchrotraining@usmc.mil))

Title	Frequency1 (for new employee/supervisor) or	Frequency2	Audience	Course Title	Type	Where to find/Course ID
New Employee Orientation/Substance Abuse Prevention/DFWP/Suicide Prevention/Fire Prevention/USMC Acculturation/Performance Management	Onboarding within 90 days (NCEO)		Employees & Civilian Supervisors	Face to Face training "New Civilian Employee Orientation (NCEO)"	NCEO	Face to Face Training
No Fear Act (Notification & Federal Employee Antidiscrimination & Retaliation Act)	Onboarding within 90 days (NCEO)	Annually by 30 September every year	Employees & Civilian Supervisors	Initial NCEO; on-line TWMS "DON NO FEAR TRAINING"	NCEO TWMS	TWMS: "Required Training & Notices"
Equal Employment Opportunity	Onboarding within 90 days (NCEO)	Annually by 30 September every year	Employees & Civilian Supervisors	Initial NCEO; Annually on-line TWMS "DON EEO TRAINING"	NCEO TWMS	TWMS: "Online Training and Notices", "Online TWMS" Tab
Prevention of Sexual Harassment (POSH)	Onboarding within 90 days (NCEO)	Annually by 30 September every year	Employees & Civilian Supervisors	Initial NCEO; Annually on-line TWMS "PREVENTION OF SEXUAL HARRASSMENT (POSH)"	NCEO TWMS	TWMS "Required Training & Notices"
Ethics/Orientation Training	Onboarding within 90 days (NCEO)	Frequency determined by series, profession, and any additional guidance issued by General Counsel.	Employees & Civilian Supervisors	Initial NCEO (Code of Conduct), On-line TWMS "Department of the Navy Annual Ethics Training"	NCEO TWMS	TWMS "Required Training & Notices"
Sexual Assault Prevention and Response (SAPR)	Initial training must be Face-to-Face for all New Civilian Employees.	Annually by 30 September every year	Employees & Civilian Supervisors	Initial NCEO "SAPR ONE TEAM ONE FIGHT "Face to Face training; Refresher TWMS "SAPR REFRESHER TRAINING"	NCEO TWMS	Refresher is in TWMS "Required Training & Notices"
Occupational Health & Safety (General)	Onboarding within 90 days (NCEO)	Designated by Safety Office	Employees & Civilian Supervisors	Initial NCEO on-site Safety Training(Annual/Occasional) (Workplace Safety and Occupational Health)	NCEO	Initial NCEO
Level One Antiterrorism Training	Annually (1 Oct - 30 Sept)	Annually by 30 September every year	Employees & Civilian Supervisors	Annually on line TWMS "LEVEL ONE ANTITERRORISM TRAINING"	TWMS	TWMS "Required Training & Notices"
Counterintelligence Awareness & Reporting	Onboarding within 30 days	Annually by 30 September every year	Employees & Civilian Supervisors	Annually on line TWMS "Counterintelligence Awareness & Reporting"	TWMS	TWMS "Required Training & Notices"
Combating Trafficking in Persons (CTIP)	Annually (1 Oct - 30 Sept)	Annually by 30 September every year	Employees & Civilian Supervisors	TWMS "Combating Trafficking in Person (CTIP) General Awareness"	TWMS	TWMS "Required Training & Notices"
Constitution Day Training	Onboarding within 90 days	Annually by 30 September every year	Employees & Civilian Supervisors	TWMS "Constitution Day Training"	TWMS	TWMS: "Online Training and Notices", "Online NON TWMS" Tab
DoD Cyber Awareness Challenge	Onboarding immediately	Annually by 30 September every year	Employees & Civilian Supervisors	TWMS "DOD CYBER AWARENESS CHALLENGE"	TWMS	TWMS "Required Training & Notices"
Privacy Act and Personally Identifiable Information (PII)	Onboarding immediately	Annually by 31 August every year	Employees & Civilian Supervisors	TWMS "Privacy & Personal Identifiable Information (PII) Awareness Training"/"DoN Annual Privacy Training"	TWMS	TWMS "Required Training & Notices"
Operations Security (OPSEC)	Annually (1 Oct - 30 Sept)	Annually by 30 September every year	Employees & Civilian Supervisors	TWMS "Uncle Sam's OPSEC"	TWMS	TWMS "Required Training & Notices"
Records Management	Records Management is required only by employees with records management responsibilities.	Annually by 30 January every year	Employees & Civilian Supervisors	TWMS "RECORDS MANAGEMENT - EVERY MARINE'S RESPONSIBILITY"	TWMS	TWMS "Required Training & Notices"
Workplace Violence Prevention	Annually	Annually by 30 September every year	Employees & Civilian Supervisors	TWMS "Workplace Violence for Employees" TWMS "Workplace Violence for Supervisors"	TWMS	TWMS: "Online Training and Notices", "Online NON TWMS" Tab

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Title	Frequency1 (for new employee/supervisor) or	Frequency2	Audience	Course Title	Type	Where to find/Course ID
Drug Free Workplace for Supervisors	New supervisor within 6 months	Annually by 30 September every year	Civ/Mil Supervisors & HR Professionals	TWMS "Drug Free Workplace for Supervisors"	TWMS	TWMS: "Online Training and Notices", "Online Supervisory" Tab
FY20 SUPERVISORS RESPONDING TO WHISTLEBLOWER COMPLAINTS	All Supervisors include military supervisors of civilians	Annually	Civ/Mil Supervisors	TWMS "SUPERVISORS RESPONDING TO WHISTLEBLOWER COMPLAINTS "	TWMS	TWMS-673220
Telework	Prior to start of a telework agreement		Civ/Mil Supervisors	TWMS "Telework Training for DON Supervisors"	TWMS	TWMS: "Online Training/Educ/Cert & Skills", "Online TWMS" Tab
Supervisory Safety Training	New supervisor within 90 days	Annually	Civ/Mil Supervisors	Workplace Safety/Occupational Health & Safety for Supervisors Initial HRM; Refresher HRM or Annual Refresher: go through ESAMS (Enterprise Safety Applications Management System) <a href="https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx">https://esams.cnic.navy.mil/esams_gen_2/loginesams.aspx</a>	On-site ESAMS	Initial training is face-to-face, training schedule can be found on ESAMS under classroom training schedule. Refresher training can be face-to-face or on-line. On-line training can be found on ESAMS course number 1077.
Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)	Annually prior to 31 July	Annually by 31 July every year	Civ/Mil Supervisors	TWMS "DON USERRA"	TWMS	TWMS: "Online Training and Notices", "Training Requirements" Tab
Veterans Employment Training	Annually (1 Oct - 30 Sept)	Annually	Civ/Mil Supervisors	TWMS "Veterans Employment Training"	TWMS	TWMS: "Online Training and Notices", "Training Requirements" Tab
Human Resources Management (HRM)	New supervisor within 6 months	Refresher every three years	Civ/Mil Supervisors	Face to Face Training "Human Resources Management (HRM)"	HRM	
Civilian Employee Assistance Program (CEAP)	New supervisor within 90 days (HRM)	Refresher annually	Civ/Mil Supervisors	Initial HRM; Refresher on-line TWMS	TWMS	TWMS: "Online Training and Notices", "Online Supervisory" Tab
Merit Systems Principles	Prior to returning a certificate in the Selection Manager application during the hiring process	Annually	Civ/Mil Supervisors HR	TWMS "Merit Systems Principles Basics for Hiring Managers"	TWMS	TWMS: "Online Training and Notices", "Online Supervisory" Tab
Supervisory Training (On-line TWMS)  TWMS (Total Workforce Management Services): 1) Log into TWMS by visiting: <a href="https://twms.navy.mil/login.asp">https://twms.navy.mil/login.asp</a> 2) Click: Self-Service/My TWMS 3) On the left side bar, click "Online Training and Notices" 4) Once that opens click on "Supervisory Training" in the center of the page OR "On-Line TWMS"	Within 1 year of initial appointment to a supervisory position	Refresher every three years	Civilian/Military Supervisors	TWMS - to include: 1) Addressing Poor Performance 2) Coach Counseling and Mentoring 3) Critical Transition to Supervision 4) DON Training and Development 5) Hiring Talent 6) Labor Relations 7) Performance Management Phases 8) Recognition Incentives and Awards 9) Workers Compensation  Optional: 1) Creating an Engaging Work Environment 2) Diversity and Inclusion 3) DON Leading Change 4) Managing Conflict 5) Onboarding 6) Position Classification 7) Reasonable Accommodations 8) Workforce Planning	TWMS	TWMS: Online Training and Notices, "Online Supervisory" Tab

Notice: Please send us the certificate for the trainings that are provided other than TWMS. Email Address: MCB BUTLER CHRO Training < [MCBBUTLERCHROTraining@usmc.mil](mailto:MCBBUTLERCHROTraining@usmc.mil) >

**Mandatory Training List is also available at MCB-Butler website:**

<http://www.mcipac.marines.mil/Staff-and-Sections/Principal-Staff/Civilian-Human-Resources-Office/Civilian-Human-Resources-Office-US/US-Training/>