



DEPARTMENT OF THE NAVY
NAVAL SERVICE TRAINING COMMAND
2601A PAUL JONES STREET
GREAT LAKES, ILLINOIS 60088-2845

CANC frp: Dec 16

NSTCNOTE 1550

N01A

7 Dec 15

NAVAL SERVICE TRAINING COMMAND NOTICE 1550

From: Commander, Naval Service Training Command

Subj: NSTC STAFF TRAINING REQUIREMENTS FOR FISCAL YEAR 2016

Ref: (a) OPNAVINST 1500.22F
(b) NAVADMIN 213/15
(c) NSTCNOTE 5420

Encl: (1) [NSTC Training Points of Contact](#)
(2) [NSTC Supervisors](#)
(3) [NSTC Staff Indoctrination Training Requirements](#)
(4) [NSTC Military Staff Training Requirements](#)
(5) [NSTC Civilian Staff Training Requirements](#)

1. Purpose. To promulgate a comprehensive listing of all mandatory training requirements for the Naval Service Training Command (NSTC) Great Lakes staff.

2. Action

a. All staff personnel shall complete the required training requirements listed in accordance with references (a) and (b) and utilizing enclosures (1) through (5). These requirements may not be all inclusive; any additional requirements will be distributed separately. The Office of Civilian Human Resources (OCHR) list of mandatory civilian requirements, to include supervisors, can be viewed at the following website:

<https://portal.secnv.navy.mil/orgs/MRA/DONHR/Training/Pages/Mandatory-Training.aspx>

b. Military personnel will complete all General Military Trainings (GMTs) when scheduled in enclosure (4) as per references (a) and (b). Those GMT lessons that are not required to be face-to-face are available on Navy Knowledge Online (NKO) and can be viewed at the following website:

<https://www.nko.navy.mil/>.

c. Newly reporting staff members and new supervisors are required to complete the requirements listed in enclosure (3)

within the specified time period listed after checking in or appointed. A point of contact list for training subject matter experts is provided in enclosure (1).

d. Supervisors listed in enclosure (2) are required to complete the required training for supervisors listed in enclosure (3) upon first assignment as a supervisor and periodically, as per enclosure (5), in addition to the requirements for military or civilian personnel, as appropriate.

e. All courses completed through Navy Knowledge Online (NKO), Total Workforce Management System (TWMS), or Environmental and Safety Application Management System (ESAMS) will not require electronic copies of the certificates of completion as they record automatically into the staff members' training records. For training completed outside of these systems, an electronic copy of the certificate of completion shall be submitted to either the NSTC Staff Training Officer, LT Daniel Golde, at daniel.golde@navy.mil; the NSTC Activity Training Coordinator (ATC), Mr. Bill Stokes, at william.stokes@navy.mil; or the respective training point of contact. Staff will be notified of whom to submit such completion certificates to as these requirements are met.

f. Subordinate commands and directorates listed below will produce their own training plan per references (a) and (b) and enclosure (5) and will maintain their own training records with their respective staff training representative listed below or other designated individuals. Officer Development and Citizenship Development civilians should complete training requirements in accordance with the schedule in enclosure (5). Completion records will only be submitted to NSTC for auditing or reporting to higher authority purposes and deliverables will be coordinated in advance through the listed training representative:

- (1) Recruit Training Command: LT Richard Jarchow
- (2) Officer Training Command Newport: CWO4 Jim Chianese
- (3) Officer Development(OD): CDR Doug Johnson
- (4) Citizenship Development(CD): Mr. Michael Henderson

g. NSTC's ATC, Mr. Bill Stokes, will monitor and ensure all civilian personnel complete all mandated civilian training requirements listed in enclosure (5), as well as any

professional requirements identified in individual training need assessments and Individual Development Plans. Additionally, the ATC will maintain all civilian training records for courses that reside on TWMS or NKO.

h. Any staff personnel required to maintain independent copies of certificates of completion may request those from the Training Coordinator or ATC, who will provide a copy from either FLTMS or TWMS of the staff member's date(s) of completion for the requested training requirements.



H. CHOI
Chief of Staff

Distribution: (NSTCINST 5216.1B)
List 4

NSTC TRAINING POINTS OF CONTACT

Staff Training Officer	LT Daniel P. Golde 847-688-7600 x178
Activity Training Coordinator (ATC) (Civilian Training POC)	Mr. Bill Stokes 847-688-2682 x 146
Alcohol/Drugs (DAPA)	CDR Scott Norton 847-688-4483 x6
Anti-Terrorism / Force Protection	LT William Medick 847-688-4483 x118
Equal Opportunity	LSC Deshawn Wilson 847-688-3569
Ethics	Mr. John Matuszak 847-688-4422
General Military Training Coordinator	LT Daniel P. Golde 847-688-7600 x178
Information Assurance	Mr. Rick Waupoose 847-688-3456 x301
Lean Six Sigma	Mr. Mark Flores 847-688-7600 x348
Management Internal Control Program	Ms. Judith Goldsmith 847-688-2258
Health / Physical Readiness	LT Tara Smallidge 847-688-4483 x142
Privacy Act and Personally Identifiable Information Coordinator	Mr. Kevin King 847-688-5614
Records Management	Mr. Michael Prelich 847-688-7828
Safety	Mr. Dale Ault 847-688-3456 x238
Sexual Assault Prevention	LT Tara Smallidge 847-688-4483 x142
Travel Card Holder	Ms. Karen Guenther 847-688-6808 x174

NSTC SUPERVISORS

Deputy Commander	Production & Prog. Mgmt Dir., N3
Chief of Staff	Logistics Director, N4
Executive Director	Strategy & Analysis Dir., N5
Flag Secretary	IT Management Director, N6
Flag Aide	IT Specialist, N61
Security Spec/Admin Officer	Supv IT Specialist, N62
Inspector General, IG	Training Director, N7
Attorney, OGC	Comptroller, N8
Public Affairs Officer, PAO	Budget Officer, N81
Innovation/CPI Officer, CPI	Accounting Officer, N82
Manpower Director, N1	Fin. Mgmt Analyst (NROTC), N814

NSTC STAFF INDOCTRINATION TRAINING REQUIREMENTS

TRAINING REQUIREMENT	SOURCE	DUE DATE
MILITARY		
Information Assurance	TWMS – “FY16 DOD Cyber Awareness Challenge V2”	Immediately
Privacy Act and PII	TWMS – “Privacy and Personally Identifiable Information (PII) Awareness Training”	Immediately
Operational Security (OPSEC)	NKO – “Uncle Sam’s OPSEC”	Immediately
Navy Pride and Professionalism (NPP)	To be complete during INDOC	During INDOC
CounterIntelligence Awareness and Reporting (CIAR)	Required in person training provided by local source. If in person training is not possible, training available through DoD CDSE, http://cdsetrain.dtic.mil/	Within 90 days
Ethics	TWMS – “DON Annual Ethics Training”	Within 90 days
Prevention of Sexual Harassment (POSH)	TWMS – “DON EEO/Diversity/Anti-Harassment Training”	Within 90 days
Telework	TWMS – “Telework Training For DON Employees”	Prior to Teleworking
CIVILIANS		
Information Assurance	TWMS – “FY16 DOD Cyber Awareness Challenge V2”	Immediately
Privacy Act and PII	TWMS – “Privacy and Personally Identifiable Information (PII) Awareness Training”	Immediately
Operational Security (OPSEC)	NKO – “Uncle Sam’s OPSEC”	Immediately
Constitution Day and Citizenship Day	TWMS – “Constitution Day Training”	Within 90 days
CounterIntelligence Awareness and Reporting (CIAR)	Required in person training provided by local source. If in person training is not possible, training available through DoD CDSE, http://cdsetrain.dtic.mil/	Within 90 days
Ethics	TWMS – “DON Annual Ethics Training”	Within 90 days
No Fear Act	TWMS – “No Fear Act”	Within 90 days
Prevention of Sexual Harassment (POSH)	TWMS – “DON EEO/Diversity/Anti-Harassment Training”	Within 90 days
Telework	TWMS – “Telework Training For DON Employees”	Prior to teleworking
FY16 SAPR One Team One Fight	Face-to-face training. To be arranged by local training rep.	Within 1 year
MILITARY AND CIVILIAN SUPERVISORS OF CIVILIAN EMPLOYEES		
Civilian Employee Assistance Program (CEAP)	CEAP Coordinator	Within 90 days
No Fear Act	TWMS – “DON EEO/Diversity/Anti-Harassment Training”	Within 90 days

MILITARY AND CIVILIAN SUPERVISORS OF CIVILIAN EMPLOYEES (CON'T)		
Telework	TWMS – “Telework Training For DON Supervisors”	Prior to telework
Addressing Poor Performance	TWMS - "Addressing Poor Performance"	Within 1 year of appointment and every 3 years thereafter
Coaching Counseling and Mentoring	TWMS - "Coaching Counseling and Mentoring"	
Creating an Engaging Work Environment	TWMS - "Creating an Engaging Work Environment"	
Critical Transition to Supervision	TWMS - "Critical Transition to Supervision"	
Diversity and Inclusion	TWMS - "Diversity and Inclusion"	
DON Leading Change	TWMS - "DON Leading Change"	
DON Training and Development	TWMS - "DON Training and Development"	
Hiring Talent	TWMS - "Hiring Talent"	
Labor Relations	TWMS - "Labor Relations"	
Managing Conflict	TWMS - "Managing Conflict"	
Onboarding	TWMS - "Onboarding"	
Performance Management Phases	TWMS - "Performance Management Phases"	
Position Classification	TWMS - "Position Classification"	
Reasonable Accommodations	TWMS - "Reasonable Accommodations"	
Recognition Incentives and Awards	TWMS - "Recognition Incentives and Awards"	
Workers Compensation	TWMS - "Workers Compensation"	
Workforce Planning	TWMS - "Workforce Planning"	
CONTRACTORS		
Information Assurance	TWMS – “FY16 DOD Cyber Awareness Challenge V2”	Immediately
Operational Security (OPSEC)	NKO – “Uncle Sam’s OPSEC”	Immediately
Privacy Act and PII	TWMS – “Privacy and Personally Identifiable Information (PII) Awareness Training”	Immediately
Ethics	TWMS – “DON Annual Ethics Training”	Within 90 days
CounterIntelligence Awareness and Reporting (CIAR)	Required in person training provided by local source. If in person training is not possible, training available through DoD CDSE, http://cdsetrain.dtic.mil/	Within 90 days

Note: All employees are required to check in with NSTC Safety Office for ESAMS Training Requirements.

NSTC MILITARY STAFF TRAINING REQUIREMENTS

COURSE TITLE SOURCE/Course ID	MONTH DUE	NOTES
- FY16 DoD Cyber Awareness Challenge V2 NKO: DOD-IAA-V12.0 - FY16 Privacy and Personally Identifiable Information (PII) Awareness Training NKO: DOD-PII-2.0	October	MUST COMPLETE by 31 July 2016 for NMCI connectivity
- Suicide Prevention Training	November	Face to Face training
- FY16 Annual Ethics Training TWMS: TWMS-611102	December	MUST BE COMPLETED BY 18 December 2015
- FY16 Combatting Trafficking in Persons (CTIP) General Awareness NKO: DOD-CTIP-1.0	January	
- Stress Management - Uncle Sam's OPSEC NKO: NIOC-USOPSEC-2.0	February	Stress Management is a face to face training
- FY16 Records Management NKO: DOR-RM-010-1.1	March	
- SAPR Awareness - EO/SH Policy and Procedures	April	Both are to be completed as Face to Face training
- FY16 Antiterrorism / Force Protection Training Level 1 NKO: CENSECFOR-AT-010-1.0	May	
- CounterIntelligence Awareness and Reporting (CIAR) - Sexual Health and Responsibility NKO: CPPD-GMT-SHR-1.0	June	Counter Intell is a Face to Face training
- Alcohol, Drug and Tobacco Awareness	July	Face to Face training
- Domestic Violence Prevention and Reporting - Constitution / Citizenship Day	August	DV is a Face to Face training C/C Day: Materials to be provided by training coordinator.
LAST MONTH TO COMPLETE ALL REQUIRED TRAINING LISTED ABOVE	September	LAST MONTH TO COMPLETE ALL REQUIRED TRAINING LISTED

NSTC CIVILIAN STAFF TRAINING REQUIREMENTS

COURSE TITLE SOURCE/Course ID	DUE NO LATER THAN	NOTE
FY16 Annual Ethics Training TWMS/TWMS-611102	December	
FY16 DoD Cyber Awareness Challenge V2 TWMS or NKO/DOD-IAA V12.0	January	Mandated by NETC CIO to be complete by 21 January 2015.
DON USERRA TWMS/TWMS-576348	June	Mandatory only for hiring managers and employees involved in interview panels and review boards.
CounterIntelligence Awareness and Reporting (CIAR)	June	Required in person training provided by local source. If in person training is not possible, training available through DoD CDSE, http://cdsetrain.dtic.mil/
FY16 Drug Free Workplace for Supervisors (DFWP) TWMS/TWMS-605565	July	Supervisors only.
FY16 Drug Free Workplace for Employees (DFWP)	July (pending course availability)	Non-supervisors course. DON course content is under development. Employees will be notified when course is available and should be taken.
FY16 Privacy and Personally Identifiable Information (PII) Awareness Training TWMS/DOD-PII-2.0	August	
FY16 Plain Language Training	August (pending course availability)	DON course content is under development. Employees will be notified when course is available and should be taken.
FY16 Level One Antiterrorism Training NKO/CENSECFOR-AT-010-1.0	September	
FY16 Prevention of Sexual Harassment (POSH); FY16 No Fear Act; FY16 Equal Employment Opportunity TWMS/TWMS-574744 "DON EEO/ DIVERSITY/ANTI-HARASSMENT TRAINING"	September	DON EEO/DIVERSITY/ANTI-HARASSMENT combined course. Satisfies the requirements for POSH, No Fear Act, and EEO training.
FY16 Combatting Trafficking in Persons (CTIP) General Awareness TWMS/JKDDC-TIP-2.0;NKO/DOD-CTIP-1.0	September	
Suicide Prevention Training	September	Employees will be notified of options available for completing requirement.
FY16 Records Management NKO/DOR-RM-010-1.1	September	

COURSE TITLE SOURCE/Course ID	DUE NO LATER THAN	NOTE
FY16 Operations Security (OPSEC) NKO/NIOC-USOPSEC-2.0, Uncle Sam's OPSEC	September	
FY16 SAPR Refresher Training TWMS/TWMS-576219	September	
Constitution Day and Citizenship Day	September	Materials to be provided by training coordinator.
Telework Training for DON Supervisors TWMS/TWMS-OCHR-TWSPV1	Prior to employee teleworking	
Merit Systems Principle Basics for Hiring Managers TWMS/TWMS-511753	Prior to making a hiring decision	

BOLD - REQUIRED for Contractors

Training requirements and schedule subject to change based on higher echelon guidance and requirements.