



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

CANC frp: Oct 17
NSTCNOTE 1550
N01A
21 Oct 16

NAVAL SERVICE TRAINING COMMAND NOTICE 1550

From: Commander, Naval Service Training Command

Subj: NSTC STAFF TRAINING REQUIREMENTS FOR FISCAL YEAR 2017

Ref: (a) [OPNAVINST 1500.22H](#)
(b) [NAVADMIN 166/16](#)
(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 their first assignment as a supervisor and periodically, 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 (RTC): LCDR Richard Jarchow

(2) Officer Training Command Newport (OTCN): ENS Parrish
Gaines

(3) Officer Development (OD): CDR Cynthia Ramsey

(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

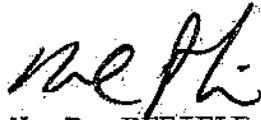
21 Oct 16

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.



W. D. PFEIFLE
Chief of Staff

Distribution: (NSTCINST 5216.1B)

List 4

NSTC TRAINING POINTS OF CONTACT

Staff Training Officer	LCDR Daniel P. Golde 847-688-7600 x178
Activity Training Coordinator (ATC) (Civilian Training POC)	Mr. Bill Stokes 847-688-2682 x146
Alcohol/Drugs (DAPA)	CDR Scott Norton 847-688-4483 x6
Anti-Terrorism / Force Protection	LT Phil Lukanich 847-688-4483 x118
Equal Opportunity	CPO Raymond Palanca 847-688-6488
Ethics	Mr. John Matuszak 847-688-4422
GMT Coordinator	LCDR Daniel P. Golde 847-688-7600 x178
Information Assurance	Mr. Rick Waupoose 847-688-3456 x301
Lean Six Sigma	LT Alyson DeSoto 847-688-7600 x135
MICP	Ms. Judith Goldsmith, IG 847-688-2258
Health / Physical Readiness	LT Michael "Dusty" Young 847-688-4483 x142
Privacy Act and PII Coordinator	Mr. Kevin King 847-688-5614
Records Management	Mr. Michael Prelich 847-688-7828
Safety	Mr. Randy Carpenter 847-688-3456 x238
Sexual Assault Prevention	LT Alyson DeSoto 847-688-7600 x135
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)
Office of General Counsel (OGC)	Comptroller (N8)
Public Affairs Officer (PAO)	Budget Officer (N81)
Innovation/CPI Director	Accounting Officer (N82)
Manpower Director (N1)	Fin. Mgmt Analyst (NROTC) (N814)

NSTC STAFF INDOCTRINATION TRAINING REQUIREMENTS

TRAINING REQUIREMENT	SOURCE	DUE DATE
MILITARY		
Information Assurance	NKO – “DOD Cyber Awareness Challenge V4”	Immediately
Privacy Act and PII	NKO – “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	NKO – “DOD Cyber Awareness Challenge V4”	Immediately
Privacy Act and PII	NKO – “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 30 days
Ethics	TWMS – “DON Annual Ethics Training”	Within 90 days
No FEAR Act	TWMS – “No FEAR Training”	Within 90 days
Prevention of Sexual Harassment (POSH)	TWMS – “DON POSH_Anti-Harassment Training”	Within 90 days
Sexual Assault Prevention and Response (SAPR)	Face-to-face training. To be arranged by local training rep.	Within 1 year
MILITARY AND CIVILIAN SUPERVISORS OF CIVILIAN EMPLOYEES		
No FEAR Act	TWMS – “No FEAR Act”	Within 90 days and annually thereafter

MILITARY AND CIVILIAN SUPERVISORS OF CIVILIAN EMPLOYEES (CON'T)		
Addressing Poor Performance**	TWMS - "Addressing Poor Performance"	Within 1 year of appointment *Annually thereafter **Tri-annually thereafter
Civilian Employee Assistance Program (CEAP)**	CEAP Coordinator	
Coaching Counseling and Mentoring**	TWMS - "Coaching Counseling and Mentoring"	
Critical Transition to Supervision**	TWMS - "Critical Transition to Supervision"	
DON EEO Training*	TWMS - "DON EEO Training"	
DON Training and Development**	TWMS - "DON Training and Development"	
Hiring Talent*	TWMS - "Hiring Talent"	
Labor Relations**	TWMS - "Labor Relations"	
Merit System Principle Basics*	TWMS - "Merit Systems Principle Basics for Hiring Managers"	
Performance Management Phases**	TWMS - "Performance Management Phases"	
Recognition Incentives and Awards**	TWMS - "Recognition Incentives and Awards"	
Workers Compensation**	TWMS - "Workers Compensation"	
CONTRACTORS		
Information Assurance	NKO - "DOD Cyber Awareness Challenge V4"	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 Training	Department of Navy Annual Ethics Training <i>TWMS/TWMS-611102</i>	Immediately
ATFP Level 1	Antiterrorism Level I Awareness Training	Immediately

Note 1: All employees are required to check in with NSTC Safety Office for ESAMS Training Requirements.

Note 2: Contractors are advised that unless otherwise stated in their contract, the above training requirements are mandatory upon starting work at NSTC, RTC, OTCN, and/or any Naval Reserve Officers Training Corps unit.

NSTC MILITARY STAFF TRAINING REQUIREMENTS

COURSE TITLE SOURCE/Course ID	MONTH DUE	NOTES
- Domestic Violence Prevention and Reporting NKO: CPPD-GMT-DV-1.1	November	Mobile app available
- DoD Cyber Awareness Challenge V4 NKO: DOD-IAA-V14.0	November	MUST COMPLETE by 31 July 2017 for NMCI connectivity
- Annual Ethics Training TWMS: TWMS-611102	December	Ethics: MUST BE COMPLETED BY 18 December 2016
- Suicide Prevention Training	December	Face to Face training
- TRANSGENDER IMPLEMENTATION GUIDANCE TRAINING	January	Trans: MUST be Face to Face given by Command Leadership
- Combatting Trafficking in Persons (CTIP) General Awareness NKO: DOD-CTIP-2.0	January	
- The Active Shooter NKO: CNIC-TRTAS-1.1	February	USFF Mandate due 28 FEB 2017
- Uncle Sam's OPSEC NKO: NIOC-USOPSEC-2.0	February	Mobile app available
- Records Management NKO: DOR-RM-010-1.2	March	Mobile app available
- SAPR Awareness - EO/SH Policy and Procedures	April	Both are to be completed as Face to Face training together
- Antiterrorism / Force Protection Training Level 1 NKO: CENSECFOR-AT-010-1.0	May	
- CounterIntelligence Awareness and Reporting (CIAR)	June	Counter Intell is a Face to Face training for select individuals ONLY
- Privacy and Personally Identifiable Information (PII) Awareness Training NKO: DOD-PII-2.0	July	Mobile app available
-Blended Retirement Training	August	Link to training to be provided via email from NSTC TRAINO
LAST MONTH TO COMPLETE ALL REQUIRED TRAINING LISTED ABOVE	September	LAST MONTH TO COMPLETE ALL REQUIRED TRAINING LISTED

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

To access NKO Computer-Based Training directly:
<https://www.aas.prod.nel.training.navy.mil/ELIAASv2p/>

NSTC CIVILIAN STAFF AND MILITARY SUPERVISORS OF CIVILIANS
TRAINING REQUIREMENTS

COURSE TITLE <i>SOURCE/Course ID</i>	DUE NO LATER THAN	NOTE
Department of Navy Annual Ethics Training <i>TWMS/TWMS-611102</i>	November	Completion date subject change based on OGC guidance.
DoD Cyber Awareness Challenge V4 <i>TWMS or NKO/DOD-IAA V14.0</i>	January	MUST COMPLETE by 31 July 2017 for NMCI connectivity
- The Active Shooter NKO: CNIC-TRTAS-1.1	February	USFF Mandate due 28 FEB 2017
CounterIntelligence Awareness and Reporting (CIAR)	June	For select personnel ONLY. Required in person training provided by local source.
Drug Free Workplace for Supervisors <i>TWMS/TWMS-605565</i>	July	Supervisors only.
DON Drug-Free Workplace Training - Employees <i>TWMS/TWMS-617281</i>	July	Non-supervisors course.
DON USERRA <i>TWMS/TWMS-576348</i>	July	Mandatory only for hiring managers and employees involved in interview panels and review boards.
Privacy and Personally Identifiable Information (PII) Awareness Training <i>TWMS/DOD-PII-2.0</i>	July	Mobile app available
Introduction to Plain Language Training	July	
Level One Antiterrorism Training <i>NKO/CENSECFOR-AT-010-1.0</i>	August	
DON POSH_Anti-Harassment Training <i>TWMS/TWMS-613963</i>	August	
DON No FEAR Training <i>TWMS/TWMS-613957</i>	August	
DON EEO Training <i>TWMS/TWMS-614600</i>	August	Supervisors only.
Combatting Trafficking in Persons (CTIP) General Awareness Training <i>TWMS/JKDDC-TIP-2.0;NKO/DOD-CTIP-2.0</i>	August	
Suicide Prevention Training	August	Employees will be notified of options available for completing requirement.
Records Management <i>NKO/DOR-RM-010-1.2</i>	August	Mobile app available

COURSE TITLE SOURCE/Course ID	DUE NO LATER THAN	NOTE
Operations Security (OPSEC) NKO/NIOC-USOPSEC-2.0, Uncle Sam's OPSEC	August	Mobile app available
DON Sexual Assault Prevention and Response TWMS/TWMS-576219	August	
Constitution Day Training TWMS/Listed in courses available from other servers	August	
Workplace Violence Prevention	August	Employees will be notified of options available for completing requirement.
Veterans Employment Training for Federal Hiring Managers; Employment of Individuals with Disabilities TWMS/TWMS-583412	August	Supervisors only. Basic requirement can be met via TWMS "Hiring Talent" course, course ID TWMS-583412.
Telework Training for DON Employees TWMS/TWMS-OCHR-EMP1	As required	Prior to start of a telework agreement
Telework Training for DON Supervisors TWMS/TWMS-OCHR-TWSPV1	As required	Supervisors only. Prior to start of an employee telework agreement
Merit Systems Principle Basics for Hiring Managers TWMS/TWMS-511753	As required	Supervisors and managers making hiring decisions only.
Addressing Poor Performance TWMS/TWMS-588087	3 years from last completion date	Supervisors only. To be completed once every 3 years.
Civilian Employee Assistance Program (CEAP) <i>In Person Training via Local Representative</i>	3 years from last completion date	
Coaching Counseling and Mentoring TWMS/TWMS-578218	3 years from last completion date	
Critical Transition to Supervision TWMS/TWMS-OCHR-CTTS1	3 years from last completion date	
DON Training and Development TWMS/TWMS-577578	3 years from last completion date	
Labor Relations TWMS/TWMS-588106	3 years from last completion date	
Performance Management Phases TWMS/TWMS-586643	3 years from last completion date	
Recognition Incentives and Awards TWMS/TWMS-591799	3 years from last completion date	
Workers Compensation TWMS/TWMS-586642	3 years from last completion date	

BOLD – REQUIRED FOR CONTRACTORS. Contractors should consult with their parent company and the requirements set forth in the contract for training requirements.

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