

GENERAL MANDATORY CIVILIAN TRAINING

Annual Training Required for All Navy Employees

| COURSE TITLE | SOURCES/COMMENTS |
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| ATFP Level I Awareness Training | TWMS/NKO . Completion of this training meets the annual requirement for Level I antiterrorism training prescribed in DODI 2000.16 |
| Prevention of Sexual Harassment (POSH) | TWMS/NKO/Classroom . Annual training is required by SECNAV 5300.26D. |
| Privacy Act Refresher | TWMS/Navy Web Site . Privacy Act 100 Stand Down may serve as the annual refresher for employees who previously completed Privacy Act 101 and Privacy Act 103. |
| US Constitution Day Training | TWMS/DoD Web Site . Public Law 108-447, requires Federal agencies to provide all Federal agency employees with educational and training materials in the month of September of each year. |

Annual Training Required for Employees who use Government Computers

| COURSE TITLE | SOURCES/COMMENTS |
|-------------------------------------|---|
| DoD Information Assurance Awareness | TWMS . New employees will need to annotate the training completion date on the OPNAV 5239 (System Account Authorization Request) form that is submitted for access to computer systems. |

Training Required for New Employees

| COURSE TITLE | SOURCES/COMMENTS |
|---|--|
| ATFP Level I Awareness Training | TWMS/NKO . Level I antiterrorism training is required by DODI 2000.16 |
| Ethics/Standards of Conduct | TWMS/Initial Orientation |
| Human Resources Office New Employee Orientation | Classroom - Initial Orientation. Content and length may vary by each HRO site office. Topics may cover the Civilian Employee Assistance Program (CEAP), Drug-Free Workplace Program (DFWP), Equal Employment Opportunity, Merit System Principles, Ethics, Prohibited Personnel Practices, Safety and/or Security. Attendees may be provided with an Employee Handbook and/or National Security Personnel System (NSPS) guide as applicable. |
| No Fear Act | TWMS/Classroom |
| Prevention of Sexual Harassment (POSH) | TWMS/Initial Orientation . SECNAV 5300.26D requires completion within 90 days of appointment. |
| Privacy Act 101 – Orientation | TWMS/Navy Web Site |
| Privacy Act 103 – Safeguards | TWMS/Navy Web Site |
| US Constitution Day Training | TWMS/DoD Web Site Public Law 108-447, requires Federal agencies to provide new employees with educational and training materials on the U.S. Constitution. |

Training Required for New Employees who use Computers

| COURSE TITLE | SOURCES/COMMENTS |
|---|---|
| DoD Information Assurance Awareness | TWMS . New employees will need to annotate the training completion date when on the OPNAV 5239 System Account Authorization Request form that must be submitted to receive access to computer systems.. |
| NETWARCOM Basic User Information Assurance | TWMS / For New, first-time users of the NMCI network. |
| Home Computer Security | TWMS /Directed by NNWC message 092220Z FEB 09 |
| Phishing | TWMS /Directed by NNWC message 092220Z FEB 09 |
| Portable Electronic Devices and Removable Storage Media | TWMS /Directed by NNWC message 092220Z FEB 09 |
| Personally Identifiable Information (PII) | TWMS /Directed by NNWC message 092220Z FEB 09 |
| Using Caution with USB Drives | TWMS /Directed by NNWC message 092220Z FEB 09 |

Training Required Based on Duties/Responsibilities

| COURSE TITLE | SOURCES/COMMENTS |
|--------------------------------------|---|
| Annual Ethics Training | TWMS/DoD Web Site Employees who are required to complete a statement of financial interest, OGE Form 450, will need to complete an annual ethics training course. |
| CitiDirect Purchase Card Holder | NAVSUP. DAU . Initial training is required before being officially appointed as a Purchase Card Holder (CH). The CH is required to complete refresher training every two years. |
| CitiDirect Approving Official Course | NAVSUP. DAU . Initial training is required before being officially appointed as an Approving Official (AO) for government purchase cards. Refresher training is required every two years. |
| Counter-Intelligence Brief | Classroom (NCIS). DODI 5240.6 requires employees who hold a Secret clearance or higher and who have access to classified material attend a counter-intelligence brief |

Command/Activity Required Training for Employees

| COURSE TITLE | COMMAND/ACT | SOURCES/COMMENTS |
|--------------------------------------|-------------|---|
| Managers Internal Controls (MIC) | NRSW | NKO . Primary or alternate MIC coordinates for each NRSW program/N-Code are required to complete this course. |
| Operational Risk Management | NRSW | ESAMS/NKO |
| Safety and Occupational Health | | ESAMS . Classroom. Safety training requirements are contained in OPNAV 5100.23G. Online courses in ESAMS are specified below. |
| Safety: Ergonomic Awareness Training | NRSW | ESAMS |
| Safety: NAVOSH Orientation | NRSW | ESAMS |
| Safety: Voluntary Protection Program | NRSW | ESAMS/NKO |

Command/Activity Required Training for Supervisors

| COURSE TITLE | COMMAND/ACT | SOURCES/COMMENTS |
|--|-----------------------------------|---|
| Civilian Personnel Management Academy (CPMA) | COMFISC/FISC NRSW NAVFAC-SW | Classroom. 4-day CPMA course is required for all new supervisors who provide administrative & technical supervision to Appropriated Fund civilian employees. |
| Equal Employment Opportunity | VARIES | Classroom. All Navy supervisors require completion of periodic training on diversity management in accordance with SECNAV 12720.8 and SECNAV 12720.5A. Acceptable briefs/courses will vary by command. Frequency is typically on an annual basis. |
| Safety and Occupational Health | | ESAMS . Classroom. Safety training requirements are contained in OPNAV 5100.23G. Online courses in ESAMS are specified below. NRSW training requirements are outlined in NRSWINST 5100.11E |
| Safety: ESAMS Training for Supervisors | NRSW | ESAMS . Safety training requirements are contained in OPNAV 5100.23G. |
| Safety: Job Hazard Analysis Training | NRSW | ESAMS |
| Safety: Supervisor Training Industrial or Non-Industrial | NRSW | ESAMS |
| Privacy Act 102 for Supervisors | NRSW/ | TWMS/Navy Web Site . All Navy supervisors will need to complete this course. Some Commands/Activities may require this course as an annual refresher for supervisors in lieu of Privacy Act 100. |

Basic Leadership, Communication, Personnel and/or General Management Online Courses for New Supervisors. The training courses below are available in [NKO](#). Successful completion may facilitate attainment of required basic supervisory or managerial competencies.

| COURSE TITLE | DESCRIPTION |
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| Coaching for Results | Shows managers how to effectively coach others by mastering the five core skills necessary for successful coaching: observing, questioning, listening, giving feedback, and gaining agreement. |
| Decision Making | Provides systematic frameworks designed to improve decision-making abilities. Introduces techniques developed by leading experts on subjects such as simplifying complex decisions, applying intuition, avoiding "thinking traps", and reducing decision-making biases. |
| Introduction to Human Resources Management | Provides an introduction to the laws, rules, and regulations that govern human resources management in the federal sector. It describes the roles, responsibilities and relationships of human resources management to overall management of an agency and its employees. |
| Lean Six Sigma White Belt Course | Provides an introduction to a broad range of basic principles, practices, tools and business models that navy personnel can apply to implement efficiencies throughout the Navy. |

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| Leadership Transitions | Provides practical insights on the key challenges facing leaders in transition. Comprehensive, application-focused, easy to navigate information designed to help managers overcome the obstacles and pitfalls that can undermine best efforts as they enter their new leadership roles. |
| Leadership Transitions in Government | Delivers practical insights into the key challenges facing managers in government as they enter new leadership roles. |
| Leading Teams with Emotional Intelligence | Helps managers improve results by understanding and managing the emotional intelligence of their teams. |
| Managing Change | How to analyze the organizational dynamics of change, choose the right strategies, and lead change initiatives for bottom-line results. |
| Managing Direct Reports | Exposes managers to a wide range of situations and allows mistakes to be made in a risk-free, constructive setting. |
| Prevention of Sexual Harassment for Supervisors | Upon completion of this course of instruction, supervisors should be able to identify, prevent, and stop sexual harassment in the workplace. |
| Service Success | Introduces a framework that demonstrates how satisfied and loyal employees and customers can lead to profits and growth for an organization. Places strong emphasis on the impact a manager can have on developing employees, improving service capability, and contributing to an organization's bottom line. |
| What is a Leader? | Introduces the fundamental attributes of successful leaders: explores what they do, how they spend their time, and general character traits. |