

SPECIALIZED EEO TRAINING

The EEO Division works with commands to tailor EEO training to the needs of the command. Contact the EEO Division at 243-8163/9579 to request specialized EEO-related training for your command.

VTC OFFERED TRAINING

Commands located outside the Yokosuka area may contact the EEO Office for assistance in scheduling training via VTC or other appropriate means.

DOCUMENTATION OF TRAINING

Documentation of training should be maintained by the command.

Additionally, commands should also forward completion of online training documentation to the Commander, U.S. Naval Region, Japan (CNRJ), **Regional Workforce Development Office (RWD)** email to at: M-YO-CNFJ_RWD2_Student_Services@fe.navy.mil once received by the RWD office, the employee's official training records will be updated in DCPDS.



Research Sources

Code of Federal Regulations, U.S. Code, Supreme Court Decisions.
<http://www.access.gpo.gov/nara/cfr/waisidx/cfr-table-search.html>

The U.S. Equal Employment Opportunity Commission (EEOC) home page: <http://www.eeoc.gov/>

U.S. Merit Systems Protection Board decisions
<http://www.mspb.gov/decisions/decisions.htm>

U.S. Office of Personnel Management (OPM) home page:
<http://www.opm.gov/index.asp>

OPM/Employee Relations:
<http://www.opm.gov/er/index.asp>

OPM/Significant cases:
<http://www.opm.gov/lmr/sc/scarchives.asp>



EEO TRAINING
REQUIREMENTS
For Non-Supervisory
U.S. Civilian Employees Served
by
Regional HRO Yokosuka

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MANDATORY EEO TRAINING

Provided below is a list of mandatory EEO training for U.S. civilian employees:

I. PREVENTION OF SEXUAL HARASSMENT (All Employees)

SECNAV Instruction 5300.26D; Subj: Department of the Navy Policy on Sexual Harassment; Para 5b: states “All DON personnel, military and civilian, will be educated and trained upon accession (within 90 days to the extent possible) and annually thereafter . . .”

II. FEDERAL EMPLOYEE ANTI-DISCRIMINATION AND RETALIATION ACT OF 2002 TRAINING (All Employees)

SECNAV Civilian Human Resources Manual Subchapter (CHRM)1613; Para 6b: “All employees, including military supervisors and managers of civilian employees . . . must be trained within 90 calendar days of appointment. . . thereafter, each command will ensure that all employees are trained on a training cycle of no longer than every two years.”

LIST OF AVAILABLE EEO TRAINING

Provided below is a list of training courses that meet the Navy’s annual EEO training requirements.

Classroom Training Provided by the CNRJ EEO Office

The CNRJ EEO Office offers Prevention of Sexual Harassment training and EEO Supervisory training on a quarterly basis for employees in the Yokosuka area. The following is a list of the Supervisory EEO Training offered by the HRO Yokosuka EEO Office:

- Identifying, Eliminating & Preventing Harassment in the Workplace
- ADR! What is it and is it Right for my Command?
- Overview of the EEO Program
- EEO Training for Selection Advisory Board Members

ON-LINE TRAINING

The following URLs provide online EEO trainings and satisfy the annual EEO training requirements.



1) Navy E-Learning (requires NKO account):

<https://wwwa.nko.navy.mil/portal/home/>

2) TOTAL WORKFORCE MANAGEMENT SERVICE (TWMS):

<https://twms.nmci.navy.mil/selfservice/login.asp>

- ◆ Disability Awareness Training
- ◆ EEO Supervisor Training: Preventing EEO Complaints
- ◆ EEO 101: An overview of the EEO Process for Non-Supervisors
- ◆ No Fear Act 2002: Notification and Federal Employee Anti-Discrimination and Retaliation Act on 2002
- ◆ Prevention of Sexual Harassment (POSH) Training

Note: **“No Fear Act”** Training must be completed **every two years.**