



DEPARTMENT OF THE NAVY
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JAG/COMNAVLEGSVCCOM HQ NOTICE 1500

Subj: FY-19 OJAG AND NLSC HQ MANDATORY TRAINING SCHEDULE

Ref: (a) NAVADMIN 226/18
(b) SECNAVINST 12410.25 (series)
(c) MCBUL 1500 CH of 23 Feb 18

Encl: (1) OJAG/NLSC HQ FY-19 Training Overview
(2) Training Requirements for Military Personnel
(3) Training Requirements for Civilian Employees
(4) Training Requirements for Supervisors of Civilian Employees

1. **Purpose.** This notice promulgates the Fiscal Year 2019 (FY-19) training requirements and schedule for OJAG and NLSC HQ personnel.
2. **Background.** Reference (a) promulgates FY-19 General Military Training (GMT) requirements for uniformed Navy personnel. Reference (b) outlines mandatory training requirements for all civilian employees paid from appropriated and non-appropriated funds, as well as military personnel who supervise Department of Navy (DON) civilian employees. Reference (c) outlines required training and education events for Marine Corps personnel.
3. **Policy.** Recognizing the value of a well-educated workforce, enclosures (1) – (4) promulgate training requirements and a timeline for completion of mandatory courses for uniformed Navy personnel, civilian employees, and supervisors of civilian employees as set forth in references (a) and (b). All OJAG and NLSC HQ personnel are expected to complete the applicable courses outlined in enclosures (1) – (4). Marine Corps personnel will be subject to reference (c).
4. **Records Management.** Records created as a result of this notice, regardless of media or format, shall be managed per Secretary of the Navy Manual 5210.1 CH-1 of August 2017.


G. E. SHARP
Assistant Judge Advocate General
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Releaseability and Distribution:

This notice is cleared for public release and is available electronically via the Office of the Judge Advocate General web site, <http://www.jag.navy.mil>.

FY-19 OJAG/NLSC HQ TRAINING OVERVIEW

December/January	February	March
<p><u>Uniformed Navy Personnel</u></p> <ul style="list-style-type: none"> Active Shooter* <p><u>Civilian</u></p> <ul style="list-style-type: none"> Active Shooter* Privacy and PII Awareness* <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> Supervisory Training Topics* 	<p><u>Uniformed Navy Personnel</u></p> <ul style="list-style-type: none"> Cyber Awareness Challenge* <p><u>Civilian</u></p> <ul style="list-style-type: none"> Cyber Awareness Challenge* Operations Security* <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> Veterans Employment Training* 	<p><u>Uniformed Navy Personnel</u></p> <ul style="list-style-type: none"> Active Shooter Exercise** <p><u>Civilian</u></p> <ul style="list-style-type: none"> Active Shooter Exercise** Workplace Violence Prevention* <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> USERRA*
April	May	June
<p><u>Uniformed Navy Personnel</u></p> <ul style="list-style-type: none"> SAPR Awareness** <p><u>Civilian</u></p> <ul style="list-style-type: none"> SAPR One Team One Fight** Prevention of Sexual Harassment* <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> Civilian Employee Assistance Program** 	<p><u>Uniformed Navy Personnel</u></p> <ul style="list-style-type: none"> Suicide Prevention** <p><u>Civilian</u></p> <ul style="list-style-type: none"> Notification and Federal Employee Anti-Discrimination & Retaliation Act (No FEAR Act)* <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> Notification and Federal Employee Anti-Discrimination & Retaliation Act (No FEAR Act)* 	<p><u>Uniformed Navy Personnel</u></p> <ul style="list-style-type: none"> Anti-Terrorism Lvl I* <p><u>Civilian</u></p> <ul style="list-style-type: none"> Anti-Terrorism Lvl I* Records Management* <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> Drug Free Workplace*
July	August	September
<p><u>Uniformed Navy Personnel</u></p> <ul style="list-style-type: none"> Counterintelligence Awareness & Reporting** <p><u>Civilian</u></p> <ul style="list-style-type: none"> Counterintelligence Awareness & Reporting** Combatting Trafficking in Persons* <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> Merit System Principles* 	<p align="center"><u>Reserved Sessions</u></p> <p align="center">NOTE: Reserved for FY-19 courses directed by other Navy authorities throughout the year.</p>	<p align="center"><u>Make-Up Sessions</u></p> <p align="center">NOTE: Only those courses listed as “In-person, OJAG-organized” will be offered during make-up sessions. Division Directors are responsible for all other make-up trainings for their personnel.</p>

*Online. Courses may be accessed via Navy e-Learning (NeL): <https://learning.nel.navy.mil/> or Total Workforce Management Services (TWMS): <https://mytwms.navy.mil/>. Personnel should retain copies of completion certificates for their own records and upon supervisor request, but **do not** need to forward certificates to the OJAG Training Officer unless specifically directed.

**In-person, OJAG-organized. Division Directors are responsible for ensuring their personnel attend monthly training and for reporting completion of their remote personnel via the OJAG Training site on SharePoint.

More detailed information, including links to online courses, may be found on the OJAG/NLSC HQ Training site on SharePoint: <https://portal.secnv.navy.mil/orgs/JAG/Training/SitePages/GMTs.aspx>.

TRAINING REQUIREMENTS FOR MILITARY PERSONNEL

COURSE TITLE & NUMBER	DELIVERY METHOD	COMPLETION TIMELINE
Active Shooter Initial Training	On-line	Jan 10
Cyber Awareness Challenge	On-line	Feb 28
Active Shooter Practical Exercise	Mandatory in-person	Mar 31**
SAPR Awareness	Mandatory in-person	Apr 30**
Suicide Prevention	Mandatory in-person	May 31**
Anti-Terrorism Level One	On-line	Jun 30
Counterintelligence Awareness and Reporting (CIAR)	In-person*	Jul 31

*When authorized for remote personnel who cannot attend OJAG-organized monthly training, course may be accessed via Navy e-Learning (NeL): <https://learning.nel.navy.mil/> or Total Workforce Management Services (TWMS): <https://mytwms.navy.mil/>.

These are mandatory in-person courses. When authorized for remote personnel who cannot attend OJAG-organized monthly training, report completion of the in-person Active Shooter Practical Exercise by **April 20, 2019 and in-person SAPR Awareness and Suicide Prevention courses by **September 15, 2019**.

TRAINING REQUIREMENTS FOR CIVILIAN EMPLOYEES

COURSE TITLE & NUMBER	DELIVERY METHOD	COMPLETION TIMELINE
Active Shooter Initial Training	On-line	Jan 10
Privacy and PII Awareness	On-line	Jan 31
Cyber Awareness Challenge	On-line	Feb 28
Operations Security	On-line	Feb 28
Active Shooter Practical Exercise	Mandatory in-person	Mar 31**
Workplace Violence Prevention	On-line	Mar 31
SAPR One Team One Fight - Initial	Mandatory in-person for new employees (within 1 year of assuming position)	Apr 30**
SAPR One Team One Fight - Refresher	In-person*	Apr 30
Prevention of Sexual Harassment (POSH)	On-line	Apr 30
Notification and Federal Employee Anti-Discrimination & Retaliation Act (No FEAR Act)	On-line (within 1 year of assuming position, then every other year)	May 31
Anti-Terrorism Level One	On-line	Jun 30
Records Management	On-line	Jun 30
Counterintelligence Awareness and Reporting (CIAR)	In-person*	Jul 31
Combatting Trafficking in Persons	On-line	Jul 31
Initial Ethics Training	In-person* for new employees (within 3 months of assuming position)	OJAG INDOC

*When authorized for remote personnel who cannot attend OJAG-organized monthly training or OJAG indoctrination, courses may be accessed via Navy e-Learning (NeL): <https://learning.nel.navy.mil/> or Total Workforce Management Services (TWMS): <https://mytwms.navy.mil/>.

These are mandatory in-person courses. When authorized for remote personnel who cannot attend OJAG-organized monthly training, Division Directors will report completion of the in-person Active Shooter Practical Exercise by **April 20, 2019 and initial SAPR course by **September 15, 2019**.

**TRAINING REQUIREMENTS FOR SUPERVISORS OF
CIVILIAN EMPLOYEES**

COURSE TITLE & NUMBER	DELIVERY METHOD	COMPLETION TIMELINE
Supervisory Training Topics*	On-line (within 1 year of assuming a supervisory position, then every 3 years)	Jan 31
Veterans Employment Training	On-line (annually)	Feb 28
USERRA	On-line (annually)	Mar 31
Civilian Employee Assistance Program (CEAP)	In-person (within 1 year of assuming a supervisory position, then every 3 years)	Apr 30
Notification and Federal Employee Anti-Discrimination & Retaliation Act (No FEAR Act)	On-line (within 90 days of assuming a supervisory position, then every other year)	May 31
Drug Free Workplace	On-line (within 1 year of assuming a supervisory position, then every 3 years)	Jun 30
Merit System Principles	On-line (within 1 year of assuming a supervisory position or prior to returning a certificate of eligibles during the hiring process, whichever comes first).	Jul 31

*Supervisory Training Topics. These topics include Performance Management Phases; Merit System Principles Basics for Hiring Managers; Hiring Talent; Coaching, Counseling, and Mentoring; DON EEO Training; Addressing Poor Performance; Labor Relations; Recognition Incentives and Awards.

Access courses via Total Workforce Management Services (TWMS): <https://mytwms.navy.mil/>.