



DEPARTMENT OF THE NAVY  
CHIEF OF NAVAL AIR TRAINING  
250 LEXINGTON BLVD SUITE 102  
CORPUS CHRISTI TX 78419-5041

CNATRANOTE 12410  
N1  
29 Oct 15

CNATRA NOTICE 12410

Subj: FISCAL YEAR 2016 CIVILIAN TRAINING SCHEDULE

Encl: (1) FY-16 Civilian Mandatory Training Schedule

1. Purpose. To publish a standard schedule for Fiscal Year (FY) 2016 Civilian Training. Enclosure (1) provides a listing of all mandatory training for civilian personnel assigned to Chief of Naval Air Training (CNATRA) staff and subordinate commands.

2. Guidance. All activities shall comply with the training schedule as published; however, activity heads have discretion in adding additional training requirements as deemed appropriate. Training shall be accomplished through online training in the Total Workforce Management System (TWMS), Navy Knowledge Online (NKO) or as shown on attachment. Activity heads have discretion in adding additional training requirements as deemed appropriate. CNATRA Staff and Det personnel may refer questions on civilian training requirements to Jo Ann Owens at (361)961-0006 or [joann.owens@navy.mil](mailto:joann.owens@navy.mil). Training Air Wing and squadron personnel should refer questions to their Wing Management Services Officers (MSO).

3. Responsibilities. Supervisors are responsible for ensuring civilian personnel complete all required training as scheduled. Supervisors will distribute the training schedule and allow adequate time for employees to complete the training during the workday. Personnel are expected to familiarize themselves with the TWMS and NKO portals. NKO and TWMS automatically record completed training, so there is no requirement to forward completion certificates unless asked. In order for personnel to receive credit for face-to-face training, muster sheets for CNATRA Staff and Det personnel must be forwarded by email to Jo Ann Owens, CNATRA N12 at [joann.owens@navy.mil](mailto:joann.owens@navy.mil), and to MSO's for Wing and squadron personnel.

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4. Cancellation Contingency. This notice is cancelled upon issuance of an updated CNATRA Notice or one year from the effective date of this notice, whichever occurs first.

D. M. EDGECOMB  
Chief of Staff

Distribution:  
CNATRA Website  
CNATRA SharePoint

## FY-16 CIVILIAN MANDATORY TRAINING SCHEDULE

<b>TRAINING TOPIC</b>	<b>Date Due</b>
DOD Cyber Awareness Challenge V2	NOV 2015
Anti-Terrorism (AT) Level I Awareness Training	DEC 2015
Operations Security (OPSEC) – Uncle Sam’s	JAN 2016
Records Management in the DON: Everyone’s Responsibility	FEB 2016
Sexual Assault Prevention and Response SAPR- One Team One Fight	APR 2016
Sexual Assault Prevention and Response SAPR – Refresher Training	APR 2016
Privacy and Personally identifiable Information (PII) Awareness Training	MAY 2016
Prevention of Sexual Harassment (POSH)	JUNE 2016
Combating Trafficking in Persons (CTIP) General Awareness (WBT)	JULY 2016
Equal Employment Opportunity	AUG 2016
No FEAR Act	SEP 2016