



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

Canc frp: Sep 18

CNATRANOTE 12410

N1

26 Jan 18

CNATRA NOTICE 12410

Subj: FISCAL YEAR 2018 CIVILIAN TRAINING SCHEDULE

Ref: (a) NAVADMIN 139/17

Encl: (1) FY-18 Civilian Mandatory Training Schedule

1. Purpose. To publish a standard schedule for Fiscal Year (FY) 2018 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. In accordance with NAVADMIN 139/17, all mandatory training will be conducted via face-to-face training sessions with leaders/supervisors to allow meaningful discussion on the subjects. All activities shall comply with the training schedule as published; however, activity heads have discretion in adding additional training requirements as deemed appropriate. Cyber Awareness Challenge Training will remain as the only on-line training requirement. All personnel should refer questions on civilian training requirements to their supervisor.

3. Responsibilities. Supervisors are responsible for conducting mandatory training. Training materials will remain on existing portals and e-Learning sites (TWMS, NKO, etc.) to provide an outline for supervisors to conduct the face-to-face, leader-led training. Once the training is completed, employees are responsible for documenting their training via MyBiz within 30 days of completion. Supervisors are responsible for ensuring civilian personnel complete all required training, including training provided via All Hands Call. Supervisors are responsible for providing face-to-face training to employees unable to attend All Hands Call Training. CNATRA and Detachment supervisors may refer questions regarding their responsibilities to Ms. Leslie Apostol at (361)961-0006 or

CNATRANOTE 12410
26 Jan 18

leslie.apostol@navy.mil. Training Air Wing and squadron supervisors should refer questions regarding their responsibilities to their Wing Management Services Officers (MSO).

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.

S. B. STARKEY
Chief of Staff

Distribution:
CNATRA Website
CNATRA SharePoint

CNATRANOTE 12410
26 Jan 18

FY-18 CIVILIAN MANDATORY TRAINING SCHEDULE

ALL HANDS CALL TRAINING (CORPUS CHRISTI)	DUE DATE
Operation Security Active Shooter Anti-Terrorism Level I Awareness Training Sexual Assault Prevention and Response Training	FEB 2018
SUPERVISOR LED TRAINING	DUE DATE
Combating Trafficking in Persons General Awareness	MAR 2018
Prevention of Sexual Harassment	APR 2018
Privacy and Personally identifiable Information Awareness Training	MAY 2018
Records Management in the DON: Everyone's Responsibility	JUN 2018
DON EEO Training	JUL 2018
No FEAR Act (If not completed in FY17; required every 2 years)	AUG 2018
ONLINE TRAINING	DUE DATE
DOD Cyber Awareness Challenge v5	JAN 2018