



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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Canc frp: Dec 17

CNATRANOTE 1500

N7

15 Dec 16

CNATRA NOTICE 1500

Subj: 2017 GENERAL MILITARY TRAINING SCHEDULE

Ref: (a) NAVADMIN 166/16

Encl: (1) FY17 General Military Training Schedule

- Purpose. To publish a standard schedule for Fiscal Year (FY) 2017 General Military Training (GMT). This schedule is applicable to all military personnel assigned to CNATRA staff and subordinate commands.
- Guidance. Per reference (a), all active duty Navy personnel are required to complete all Standardized Core Training (SCT) topics provided at the command level via face-to-face training, or via Navy Knowledge Online (NKO). SCT GMT topics with scheduled dates are contained in enclosure (1) to this notice. SCT required face-to-face training will be conducted twice during the FY. All other training will be conducted either via NKO or face-to-face. Personnel may complete the equivalent NKO training at any time prior to the scheduled face-to-face training if unable to attend in person. Personnel assigned from other services are expected to complete mandatory service-related training requirements and report completion to their supporting administrative unit. Subordinate activities have discretion in adding additional training requirements as deemed appropriate. Training may be accomplished through a variety of sources such as face-to-face, safety stand-down, online training, etc. Refer questions on GMT training requirements to LCDR Jeffrey Henderson at (361) 961-3903 or jeffrey.n.henderson@navy.mil.
- Responsibilities. Supervisors are responsible for ensuring military personnel complete all required training. 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 Navy Knowledge Online (NKO) system. NKO automatically records

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completed training, so there is no requirement to forward completion certificates. In order for personnel to receive credit for face-to-face training, muster sheets for CNATRA Staff and Detachment personnel must be forwarded by email to CNATRA N12 and to Training Air Wing Management Services Officers for Wing and squadron personnel.

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

FY17 General Military Training (Required Face-to-Face)

GMT TOPIC (SCT)	Scheduled Dates
Suicide Prevention	NOV 2016, SEP 2017
Sexual Assault Prevention and Response (SAPR) Awareness	MAR, SEP 2017
Equal Opportunity/Sexual Harassment/Grievance Procedures (EO/SH)	MAR, SEP 2017

FY17 General Military Training (Additional CNATRA Face-to-Face)

GMT TOPIC (SCT)	Scheduled Dates
Antiterrorism Level I Awareness	MAY 2017
Operations Security (OPSEC)	MAY 2017
Combating Trafficking in Persons (CTIP) General Awareness	MAY 2017
Privacy and Personally Identifiable Information	JUL 2017
Records Management	JUL 2017

FY17 General Military Training Navy Knowledge Online (NKO) Training

GMT TOPIC (SCT)	RECOMMENDED DATE
Cyber Awareness Challenge v4	FEB 2017
Counterintelligence Awareness and Reporting	APR 2017