



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CORPUS CHRISTI TX 78419-5041

Canc frp: Dec 14

CNATRANOTE 12410

N1

26 Dec 13

CNATRA NOTICE 12410

Subj: ANNUAL TRAINING REQUIREMENTS

Ref: (a) NAVADMIN 264/13

Encl: (1) Annual Training Requirements Schedule
(2) General Military Training Requirements Schedule

1. Purpose. To publish a standard schedule for yearly training of a general nature. This schedule is applicable to all military and civilian employees of CNATRA staff and subordinate commands. Contractor requirements are not addressed by this notice.

2. Guidance. Enclosure (1) lists the training requirements covered by this notice and the required completion date for each annual training requirement. Per reference (a), enclosure (2) lists General Military Training Requirements for military personnel assigned to CNATRA, Wings and Squadrons. Other service members, i.e., USMC, USAF, USCG personnel may attend Navy GMT; however, they are responsible for completing their respective component's annual requirements and reporting completion to their supporting administrative unit. All activities shall comply with the training schedule as published; however, activity heads 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 civilian training requirements to Mr. Jon Metcalfe, CNATRA N12 at (361)961-0006 or jonathan.metcalfe@navy.mil and LCDR Timothy Kray at (361)961-3895 or timothy.kray@navy.mil.

3. Responsibilities. Supervisors are responsible for ensuring their employees 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. Employees are expected to familiarize themselves with

the Navy Knowledge Online (NKO) and Total Workforce Management System (TWMS) portals. NKO and TWMS automatically record completed training, so there is no requirement to forward completion certificates. Documentation for training outside these systems, e.g. muster sheets should be sent by email to CNATRA N12 at jonathan.metcalf@navy.mil for CNATRA Staff and Detachments (DET) personnel. Wing Management Services Officers (MSO) are responsible for obtaining documentation, i.e., muster sheets and entering training completions in FLTMS and TWMS 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.

C. HOLLINGSWORTH
Chief of Staff

Distribution:
CNATRA Website

Annual Training Requirements Schedule

Training	Date Due
Annual Cyber Awareness Challenge Training V10 (All Hands)	01/31/2014
No Fear Act (All Hands)	02/28/2014
Records Management (Civilian Only)	03/31/2014
Anti-Terrorism Force Protection (ATFP) (Military and Civilian Training differ in NKO).	04/30/2014
Annual Security Refresher (All Hands)	05/31/2014
Prevention of Sexual Harassment (POSH) (Civilian Only)	06/30/2014
Personally Identifiable Information (PII)(All Hands)	07/31/2014
Trafficking in Persons General Awareness Training (All Hands)	08/31/2014
Suicide Prevention ((All Hands)	09/30/2014
EEO Refresher (For Managers and Supervisors of Civilian Personnel)	10/31/2014
Ethics Training (All Hands)	11/30/2014

General Military Training Requirements Schedule

MANDATORY GENERAL MILITARY TRAINING (GMT) (Face-to-Face -**)	Date Due
Personal Financial Management -**	Oct-Dec 2013
Sexual Assault Prevention and Response Awareness -**	Jan-Mar 2014
Sexual Harassment and Grievance Procedures -**	Jan-Mar 2014
Stress Management -**	Jan-Mar 2014
Alcohol Abuse Prevention and Control -**	Apr-Jun 2014
Counterintelligence Awareness and Reporting	Apr-Jun 2014
Operational Security	Apr-Jun 2014
Equal Opportunity and Grievance Procedures -**	Jul-Sep 2014
Hazing Policy and Prevention -**	Jul-Sep 2014
Suicide Awareness and Prevention	Jul-Sep 2014
OPTIONAL GMT TRAINING (Requirement waived for military during FY14)	
Anger Management	
Domestic Violence Prevention and Reporting	
Drug Abuse Prevention and Control	
Fraternization Awareness and Prevention	
Operational Risk Management	
Physical Readiness	
Privacy and Personally Identifiable Information Awareness	
Sexual Health and Responsibility	