



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

Canc frp: Nov 15

CNATRANOTE 12410

N1

28 Nov 2014

CNATRA NOTICE 12410

Subj: FISCAL YEAR 2015 CIVILIAN TRAINING SCHEDULE

Encl: (1) FY-15 Civilian Annual Training Schedule

1. Purpose. To publish a standard schedule for Fiscal Year (FY) 2015 Civilian Training. Enclosure (1) provides a listing of all mandatory training for civilian personnel assigned to 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. 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 Jonathan Metcalfe at (361)361-0006 or jonathan.metcalfe@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 Jonathan Metcalfe, CNATRA N12 at jonathan.metcalfe@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

FY15 Civilian Employee Annual Training Schedule

TRAINING TOPIC	Date Due
Plain Writing Act (https://plainlanguage.nih.gov/CBTs/PlainLanguage/login.asp)	NOV 2014
Ethics Training (Only required within 90 days of reporting and annually for OG450 filers.	DEC 2014
DOD Cyber Awareness Challenge V2	JAN 2015
DON Sexual Assault Prevention and Response (SAPR-C)	FEB 2015
Counterintelligence Awareness	MAR 2015
DON EEO/Diversity/Anti-Harassment	APR 2015
Records Management in the DON: Everyone's Responsibility	MAY 2015
Privacy and Personally Identifiable Information (PII) Awareness Training	MAY 2015
Operations Security - Uncle Sam's OPSEC	JUN 2015
Combating Trafficking in Persons (CTIP) General Awareness (WBT)	JUL 2015
Anti-Terrorism (AT) Level I Awareness Training	AUG 2015
Uniformed Services Employment and Reemployment Rights Act of 1994	SEP 2015