



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

Canc frp: Nov 15

CNATRANOTE 1500
N715
28 Nov 2014

CNATRA NOTICE 1500

Subj: 2015 GENERAL MILITARY TRAINING SCHEDULE

Ref: (a) NAVADMIN 202/14

Encl: (1) FY15 General Military Training (Face-to-Face)
(2) FY15 Annual Navy Knowledge Online (NKO) Training

1. Purpose. To publish a standard schedule for Fiscal Year (FY) 2015 General Military Training (GMT). This schedule is applicable to all military personnel assigned to CNATRA staff and subordinate commands.

2. Guidance. Per reference (a), active duty military are required to complete Category One face-to-face training through instructor lead sessions provided at the command level. Category One training with required due dates are contained in enclosure (1) to this notice. Enclosure (2) lists Category Two training comprised of the remaining GMT with required completion dates which must be completed through NKO. Personnel assigned from other services are expected to complete mandatory service related training requirements and report 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 GMT training requirements to LCDR Timothy Kray at (361) 361-3895 or timothy.kray@navy.mil.

3. Responsibilities. Supervisors are responsible for ensuring military 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 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 of these systems. 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 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

FY15 General Military Training (Face-to-Face)

GMT TOPIC	Due Date
Suicide Awareness and Prevention	OCT-DEC 2014
Alcohol, Drugs, and Tobacco Awareness	OCT-DEC 2014
Personal Financial Management	JAN-MAR 2015
Stress Management	JAN-MAR 2015
Equal Opportunity/Sexual Harassment/Grievance Procedures	APR-JUN 2015
Hazing Policy and Prevention	APR-JUN 2015
Sexual Assault Prevention and Response Awareness (SAPR)	APR-JUN 2015

FY15 Annual Navy Knowledge Online (NKO) Training

GMT TOPIC	Date Due
Domestic Violence	NOV 2014
Introduction to Navy's Fraternalization Policy	DEC 2014
Ethics Training (Only required within 90 days of reporting and annually thereafter for OGE-450 or OGE-278 filers.) (Training available in TWMS)	DEC 2014
DOD Cyber Awareness Challenge V2	JAN 2015
DOD IC Cyber Awareness Challenge V2	JAN 2015
Operational Risk Management – Time-Critical Risk Management	FEB 2015
Sexual Health Promotion – Deckplate Supervisor	MAR 2015
Records Management in the DON: Everyone's Responsibility	APR 2015
Privacy and Personally Identifiable Information (PII) Awareness Training	MAY 2015
Uncle Sam's OPSEC	JUN 2015
Combating Trafficking in Persons (CTIP) General Awareness (WBT)	JUL 2015
Antiterrorism Level I Awareness Training	AUG 2015
Uniformed Services Employment and Reemployment Rights Act of 1994 (Only required for Military Supervisors of Civilian Employees)	SEP 2015