



DEPARTMENT OF THE NAVY  
COMMANDER TRAINING AIR WING SIX  
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PENSACOLA, FLORIDA 32508-5509

Canc: Sep 2017

COMTRAWINGSIXNOTE 1500  
N1  
6 Oct 16

COMMANDER TRAINING AIR WING SIX NOTICE 1500

From: Commander, Training Air Wing SIX

Subj: ANNUAL TRAINING PLAN

Ref: (a) NAVADMIN 166/16  
(b) CNATRANOTE 12410

1. Purpose. To publish a standard schedule for annual training as specified in references (a) and (b).

2. Guidance. Reference (a) directed a completely redesigned General Military Training (GMT) program framework to empower local leadership to tailor topics to the needs of their Sailors. A portion of the GMT will require face-to-face delivery while the rest will allow completion by each individual via web based training.

3. Action

a. Wing Safety Department. Ensure the following GMT Standardized Core Training (SCT) lesson plans are incorporated into the quarterly safety downs. Prior to scheduling each safety stand down, Safety shall recommend which of the GMT lecture(s) will be given. At the end of the fiscal year, each of the following lectures will have been discussed at a safety stand down. The lecture subjects to be covered are as follows:

(1) Sexual Assault Prevention and Response (SAPR)

(2) Equal Opportunity/Sexual harassment/Grievance Procedures (EO/SH) (**Deliver with SAPR training, if possible**)

(3) Suicide Prevention. This training will include all Civil Service employees.

Lesson plans and presentations should be downloaded by accessing Navy Knowledge Online (NKO) at <http://www.nko.navy.mil>, click on the personal development tab, then GMT Link.

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b. All uniformed Navy personnel, Active and Reserve assigned to the Wing and subordinate commands shall complete the following GMT topics via NKO E-Learning. Civilian lessons plans will be directed by reference (b):

<b>LESSONS</b>	<b>Course Number</b>
Antiterrorism Level I Awareness	CENSECFOR-AT-010-1.0
Combating Trafficking in Persons General Awareness	DOD-CTIP-2.0
Counterintelligence Awareness and Reporting ( <b>if not taught at Safety down</b> )	DOD-CIAR-1.0 at the following link <a href="http://cdsetrain.dtic.mil/cidod/index.html">http://cdsetrain.dtic.mil/cidod/index.html</a>
Active Shooter ( <b>deliver with Counterintelligence Awareness and Reporting, if practical</b> )	CNIC-TRTAS-1.1
Cyber Security Awareness	DOD-IAA-V13.0
Operations Security (Uncle Sam's OPSEC)	NIOC-USOPSEC-2.0
Privacy and Personally Identifiable Information	DOD-PII-2.0
Records Management	DOR-RM-010-1.1

Courses can be found using the following procedures:

Navy eLearning (NeL) courses (ACCESS – log on NeL)

- (1) Log on to NKO: <HTTPS://WWW.NKO.NAVY.MIL>
- (2) Click on the Learning tab, then the Navy eLearning tab link
- (3) Click on the **Course Catalog** tab, then in the **Learning Category** box:
- (4) Select the **Department of the Navy (DON)** link
- (5) Select the **General Military Training** link
- (6) Select the **FY17 General Military Training** link
- (7) Enroll in the appropriate course(s)
- (8) Select the **My Learning** tab to access the enrolled course(s)

c. Administrative Officers. Following face to face GMT, completion shall be documented for all participants via Fleet Training Management Planning System (FLTMPS). Detailed instructions on the FLTMPS submission process are available on the FLTMPS website: <https://ntmpswb.nwptf.nuwc.navy.mil/fltmpls>.

d. Supervisors are responsible for ensuring that their employees complete all required training.

4. Records Management. Records created as a result of this notice, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.



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Releasability and distribution:

This notice is cleared for public release and is available electronically only via Training Air Wing SIX Web site, <https://www.cnatra.navy.mil/tw6/>