



DEPARTMENT OF THE NAVY
COMMANDER TRAINING AIR WING SIX
390 SAN CARLOS ROAD SUITE C
PENSACOLA, FLORIDA 32508-5509

Canc: Jan 13

COMTRAWINGSIXNOTE 1500

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6 Nov 12

COMMANDER TRAINING AIR WING SIX NOTICE 1500

Subj: ANNUAL TRAINING PLAN

Ref: (a) NAVADMIN 386/11
(b) CNATRANOTE 12410

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

2. Guidance. Reference (a) directs that Core General Military Training (GMT) lessons will be delivered via instructor-led training sessions provided by Command leadership. GMT is required for **all Navy military personnel** assigned to the Wing and subordinate commands. Reference (b) directs training of a general nature and is applicable to **all military and civilian employees** of the Wing and subordinate commands.

3. Action

a. Wing Safety Department. Ensure GMT 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 lectures will have been discussed at a safety stand down. The lecture subjects to be covered are as follows:

- (1) EO, Sexual Harrasment, Grievance procedures for Supervisors
- (2) Sexual Assault Prevention and Response Application
- (3) Operational Stress Control Supervisor
- (4) Personal Financial Management Money Management
- (5) Alcohol Abused
- (6) Introduction to Suicide Prevention

Lesson plans and presentations should be downloaded by accessing Navy Knowledge Online at <http://www.nko.navy.mil>, click on the personal development tab, then GMT Link (located on the left side of the screen), then select the lesson from the core lesson channel.

b. Student Check-ins. All students checking into the Wing will be given five of the required lectures by Wing Staff as part of the check-in process on Thursdays and Fridays. Introduction to Suicide Prevention will be given by the Wing Chaplain as part of the check-in process at VT-10. This does not eliminate the student's requirement to attend quarterly safety stand downs.

c. Administrative Officers. Following GMT, training 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://ntmpsweb.nwptf.nuwc.navy.mil/fltmpps>.

d. Military and civilian employees. Complete the annual training requirements available on the CNATRA website: https://www.cnatra.navy.mil/annual_training.htm by the required due date.

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

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