

# HQMC Civilian Mandatory Training

This list of initial and recurring mandatory training is intended for the appropriated-fund civilian personnel and their supervisors that the HQMC Human Resources and Organizational Management Branch (HROM) services. This listing does not cover position/series-specific mandatory training or additional training required by an employee's organization. Military (active and reserve), Contractor, and NAF personnel should ask their supervisor for a complete list of applicable mandatory training. Links to referenced websites are provided at the end of this document.

## ALL NEW CIVILIAN EMPLOYEES: INITIAL TRAINING

TRAINING AREA	REFERENCE	TIMING/FREQUENCY	WHERE TO FIND/ADDITIONAL NOTES
New Employee Orientation	CHRM Subchapter 410	One-time, within 90 days of onboarding	Part of HROM's Entrance on Duty (EOD) program. Additional info: <a href="http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx">http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx</a>
Civilian Employee Assistance Program	CHRM 792.1	One-time, within 90 days of onboarding	Part of HROM's Entrance on Duty (EOD) program; Additional info: <a href="http://www.hqmc.marines.mil/hrom/EmployeeAdvisory/EmployeeRelations/CivilianEmployeeAssistanceProgram(CEAP).aspx">http://www.hqmc.marines.mil/hrom/EmployeeAdvisory/EmployeeRelations/CivilianEmployeeAssistanceProgram(CEAP).aspx</a>
Drug Free Workplace Program (DFWP)	CHRM 792.3 MCO 12792.1	One-time, within 90 days of onboarding	Part of HROM's Entrance on Duty (EOD) program. Additional info : <a href="http://www.hqmc.marines.mil/hrom/EmployeeAdvisory/DrugFreeWorkplaceProgram.aspx">http://www.hqmc.marines.mil/hrom/EmployeeAdvisory/DrugFreeWorkplaceProgram.aspx</a>
Initial Civilian Sexual Assault Prevention and Response (SAPR) - One Team One Fight	MARADMIN 392/13 SECNAV 1752.4B	Initial face-to-face training required for new employees within 1-year of onboarding	<b>Initial Face to Face:</b> HROM will provide training dates/locations to designated Training Coordinators and will document training completions in TWMS. <b>If this training is conducted internally, training must be documented in TWMS using Course ID: TWMS-563046</b>
Ethics Training	DoD 5500.7-R	Within 90 days of onboarding for all Civilians; Refresher annually for designated positions	<b>Initial training covered as part of HROM's Entrance on Duty Plus (EOD+) program. HROM documents completions in TWMS.</b>  Refresher required annually for designated positions (i.e. employees who are required by 5 CFR part 2634 to file public financial disclosure reports): Available on <a href="#">TWMS</a> - Course ID: TWMS-611102: "DEPARTMENT OF THE NAVY 2015 ANNUAL ETHICS TRAINING "
Prevention of Sexual Harassment (POSH)	SECNAVINST 5300.26D DoDI 1400.25 V410	Within 90 days of onboarding, then annually as prescribed by your organization	<b>Online:</b> <a href="#">TWMS</a> - Course ID: <b>TWMS-613963</b> - "DON POSH ANTI-HARASSMENT TRAINING" OR <b>Face-to-face:</b> <a href="#">HROM Sponsored Onsite Training</a>
Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR)	5 CFR 724.203 CHRM S.C. 1613 PL 107-174 Sec. 202 DoDI 1400.25 V410	Within 90 days of onboarding, then every other year as prescribed by your organization	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>TWMS-613957</b> - "DON NO FEAR TRAINING" OR <b>Face-to-face:</b> <a href="#">HROM Sponsored Onsite Training</a>

Initial Command Security Brief	DoDM 5200.01	Upon checking into your organization	<b>Contact your Security Officer/Coordinator</b>
DoD Cyber Awareness (part of Information Assurance training)	DoDI 2000.16 SECNAV 5239.3B MARADMIN 288/13	Immediately after onboarding prior to accessing information systems, then annually each Fiscal Year	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>DOD-IAA-V13.0</b> -"DOD CYBER AWARENESS CHALLENGE V3"  This is a new version required for all employees who <u>have not</u> completed V2 prior to 8 April 2016. Prior to 8 April 2016 V2 satisfies the requirement.
PII Awareness (part of Information Assurance training)	DoDD 5400.11-R SECNAV 5239.3B MARADMIN 288/13	Immediately after onboarding prior to accessing information systems, then annually each Fiscal Year	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>DOD-PII-2.0</b> - "PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION (PII) AWARENESS TRAINING"
Counter Intelligence Awareness and Reporting (CIAR)	DoDD 5240.06 DoDI 1400.25 V410 Security Note 07-13	Within 30 days of onboarding then annually as prescribed by your organization	<b>In-person.</b> Contact your local Security Officer/Coordinator for training dates and locations. All three requirements are met by attending the training.  <b>Document in TWMS using Course ID: <span style="color: red;">ORI-80000-13</span></b>
Violence Protection (Part of CIAR)	MCO 5580.3	Within 30 days of onboarding then annually as prescribed by your organization	
Physical Security (Part of CIAR)	DoD Reg 5200.08-R DoDI 1400.25 V410	Within 30 days of onboarding then annually as prescribed by your organization	
Plain Language Writing	DoDI 5025.13	DON recommends initially as part of orientation, then annually	<b>Online:</b> <a href="http://www.dtic.mil/whs/directives/plainlanguage.html">http://www.dtic.mil/whs/directives/plainlanguage.html</a>  <b>Document in TWMS using Course ID: <span style="color: red;">WRIT-53900-05</span></b>
Constitution Day and Citizenship Day	36 U.S.C. 106 P.L. 108-447 Sec. 111 DoDI 1400.25 V410	New employees shall receive educational material within 90 days of onboarding, and organizations shall make available educational materials annually on or around 17 September	<b>HROM provides information at the Entrance on Duty (EOD) program.</b>  <b>Online:</b> Available on <a href="#">TWMS</a> Course ID <b>TWMS-68141</b> - "Constitution Day Training"

**ALL CIVILIAN EMPLOYEES (SUPERVISORY & NON-SUPERVISORY): RECURRING TRAINING**

TRAINING AREA	REFERENCE	TIMING/FREQUENCY	WHERE TO FIND/ADDITIONAL NOTES
Civilian Sexual Assault Prevention and Response (SAPR) <i>Refresher</i> - One Team One Fight	MARADMIN 392/13 SECNAV 1752.4B	Annual online refresher each Fiscal Year. <b>Initial training must be completed face to face.</b>	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>TWMS-576219</b> - "DON SEXUAL ASSAULT PREVENTION AND RESPONSE"
Prevention of Sexual Harassment (POSH)	SECNAVINST 5300.26D DoDI 1400.25 V410	Within 90 days of onboarding, then annually as prescribed by your organization	<b>Online:</b> <a href="#">TWMS</a> - Course ID: <b>TWMS-613963</b> - "DON POSH ANTI-HARASSMENT TRAINING" OR <b>Face-to-face:</b> <a href="#">HROM Sponsored Onsite Training</a>
Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR)	5 CFR 724.203 CHRM S.C. 1613 PL 107-174 Sec. 202 DoDI 1400.25 V410	Within 90 days of onboarding, then every other year as prescribed by your organization	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>TWMS-613957</b> - "DON NO FEAR TRAINING" OR <b>Face-to-face:</b> <a href="#">HROM Sponsored Onsite Training</a>
Equal Employment Opportunity (EEO)	29 CFR 1614.102(a)(4) CHRM 1601	Annually as prescribed by your organization	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>TWMS-614600</b> - "DON EEO TRAINING" OR <b>Face-to-face:</b> <a href="#">HROM Sponsored Onsite Training</a>
Annual <u>Command</u> Security Refresher	DoDM 5200.01	Annually as prescribed by your organization	<b>Contact your Security Officer or Training Coordinator for more information.</b>  <b>Document in TWMS using Course ID: TWMS-573000</b>
DoD Cyber Awareness (part of Information Assurance training)	DoDI 2000.16 SECNAV 5239.3B MARADMIN 288/13	Immediately after onboarding prior to accessing information systems, then annually each Fiscal Year	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>DOD-IAA-V13.0</b> - "DOD CYBER AWARENESS CHALLENGE V3"  This is a new version required for all employees who <u>have not</u> completed V2 prior to 8 April 2016. Prior to 8 April 2016 V2 satisfies the requirement.
PII Awareness (part of Information Assurance training)	DoDD 5400.11-R SECNAV 5239.3B MARADMIN 288/13	Immediately after onboarding prior to accessing information systems, then annually each Fiscal Year	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>DOD-PII-2.0</b> - "PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION (PII) AWARENESS TRAINING"

Counter Intelligence Awareness and Reporting (CIAR)	DoDD 5240.06	Within 30 days of onboarding then annually as prescribed by your organization	<p><b>In-person.</b> Contact your local Security Officer/Coordinator for training dates and locations. All three requirements are met by attending the training.</p> <p>Document in TWMS using Course ID: <b>ORI-80000-13</b></p>
Violence Protection (Part of CIAR)	MCO 5580.3	Within 30 days of onboarding then annually as prescribed by your organization	
Physical Security (Part of CIAR)	DoD Reg 5200.08-R DoDI 1400.25 V410	Within 30 days of onboarding then annually as prescribed by your organization	
Level I Antiterrorism Awareness	DoDI 2000.16 DoDI 1400.25 V410 Security Note 07-13 MARADMIN 084/12	Annually each Fiscal Year	<p><b>Online:</b> <a href="#">NKO</a> – Course Code “<b>CENSECFOR-AT-010-1.0</b>”</p> <p>If this training is conducted outside of NKO Document in TWMS using Course ID: <b>CENSECFOR-AT-010-1.0</b></p>
Operations Security (OPSEC)	MARADMIN 701/11 MCO3070.2 para 4c(5) DODD 5205.02E DoDI 1400.25 V410	Annually. Each Fiscal Year unless prescribed differently by your organization	<p><b>Online:</b> <a href="#">NKO</a> – Course Code “<b>NIOC-USOPSEC-2.0</b>”</p> <p>If this training is conducted outside of NKO document in TWMS using Course ID: <b>NIOC-USOPSEC-2.0</b></p>
Combating Trafficking in Persons (CTIP)	DoDI 2200.01 DoDI 1400.25 V410 MARADMIN 576/12	Annually each Fiscal Year	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>JKDDC-TIP-2.0</b> - "TRAFFICKING IN PERSONS GENERAL AWARENESS"
Telework	5 U.S.C. 6503 DODI 10-35.9 SECNAV 12271.25	Prior to start of a Telework Agreement	<p>Non-Supervisors: <a href="#">TWMS</a> Course ID <b>TWMS-OCHR-EMP1</b> - "Telework for DON Employees"</p> <p>Supervisors: <a href="#">TWMS</a> Course ID <b>TWMS-OCHR-TWSPV1</b> - "Telework Training for DON Supervisors"</p>
Performance Management	5 CFR 430.209( c )	Agencies must communicate the relevant parts of their performance appraisal system(s) and program(s) to civilians and their supervisors (DON recommends annually).	<p><b>Online:</b> <a href="#">TWMS</a> Course ID: <b>TWMS-586643</b> - " PERFORMANCE MANAGEMENT PHASES "</p> <p>HROM provides face-to-face performance management system training throughout the year.</p> <p><b>To register visit:</b> <a href="#">HROM Sponsored Onsite Training</a></p> <p><b>General Information:</b> <a href="#">HROM Website</a></p>
Records Management: Everyone's Responsibility	MARADMIN 593/12 DoDD 5015.2	Annually as prescribed by your organization	<p><b>Online:</b> <a href="#">NKO</a> – Course Code “<b>DOR-RM-010-1.1</b>”</p> <p>If this training is conducted outside of NKO document in TWMS using Course ID: <b>DOR-RM-010-1.1</b></p>

Plain Language Writing	DoDI 5025.13	DON recommends initially as part of orientation, then annually	<b>Online:</b> <a href="http://www.dtic.mil/whs/directives/plainlanguage.html">http://www.dtic.mil/whs/directives/plainlanguage.html</a> <b>Document in TWMS using Course ID: WRIT-53900-05</b>
Constitution Day and Citizenship Day	36 U.S.C. 106 P.L. 108-447 Sec. 111 DoDI 1400.25 V410	New employees shall receive educational material within 90 days of onboarding, and organizations shall make available educational materials annually on or around 17 September	HROM provides information at the Entrance on Duty (EOD) program. <b>Online:</b> Available on <a href="#">TWMS</a> Course ID <b>TWMS-68141</b> - "Constitution Day Training"

**SUPERVISORY TRAINING: Initial and Recurring Training for ALL Supervisors (CIV & MIL) of Civilians**

TRAINING AREA	REFERENCE	TIMING/FREQUENCY	WHERE TO FIND/ADDITIONAL NOTES
Supervisory Training (initial and refresher)	5 CFR 412.202 5 CFR 430.209 NDAA 2010 Sec. 1113 SECNAVINST 12410.25 MCO 12410.24	Initial training within 1 year of appointment, then refresher every 3 years as prescribed by your organization	<p><b>Mandatory online initial &amp; refresher training:</b>  <a href="#">TWMS</a> - See topics under "Supervisory Training" under Online Training &amp; Notices.</p> <p><b>Supervisor Orientation:</b> To register visit <a href="#">HROM Sponsored Onsite Training</a></p> <p><b>Optional online training:</b>  <a href="#">MarineNet</a> - See topics under "LLI Leadership Development" in the "Civilian Workforce Training" tab of Course Catalog</p> <p><a href="#">HR University</a> - See Course Catalog and apply filters (Role = "Leader", Cost = "Free", Method = "Online")</p>
Equal Employment Opportunity (EEO)	OPNAVINST 12720.8 CHRM 1601 29 CFR 1614.102(a)(4)	Annually as prescribed by your organization	<p><b>Online:</b> <a href="#">TWMS</a> Course ID: <b>TWMS-614600</b> - "DON EEO TRAINING" OR</p> <p><b>Face-to-face:</b> <a href="#">HROM Sponsored Onsite Training</a></p>
MILITARY ONLY: Prevention of Sexual Harassment (POSH)	SECNAVINST 5300.26D DoDI 1400.25 V410	Within 90 days of becoming a supervisor, then annually as prescribed by your organization	<p><b>Online:</b> <a href="#">TWMS</a> - Course ID: <b>TWMS-614600</b>- "DON EEO/DIVERSITY/ANTI-HARASSMENT TRAINING" (Includes POSH, EEO, and No-Fear) OR</p> <p><b>Face-to-face:</b> <a href="#">HROM Sponsored Onsite Training</a></p>
MILITARY ONLY: Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR)	5 CFR 724.203 CHRM S.C. 1613 PL 107-174 Sec. 202 DoDI 1400.25 V410	Within 90 days of becoming a supervisor, then every other year as prescribed by your organization	<p><b>Online:</b> <a href="#">TWMS</a> Course ID: <b>TWMS-614600</b>- "DON EEO/DIVERSITY/ANTI-HARASSMENT TRAINING" (Includes POSH, EEO, and No-Fear) OR</p> <p><b>Face-to-face:</b> <a href="#">HROM Sponsored Onsite Training</a></p>
Telework for Supervisors	5 U.S.C. 6503 DODI 10-35.9 SECNAV 12271.25	Prior to start of a Telework Agreement	<p><b>Online:</b> <a href="#">TWMS</a> Course ID <b>TWMS-OCHR-TWSPV1</b> - "Telework Training for DON Supervisors"</p>
Performance Management	5 CFR 430.209( c )	Agencies must communicate the relevant parts of their performance appraisal system(s) and program(s) to civilians and their supervisors (DON recommends annually).	<p>HROM provides face-to-face performance management system training annually. <b>To register visit:</b> <a href="#">HROM Sponsored Onsite Training</a></p> <p><b>General Information:</b> <a href="#">HROM Website</a></p> <p><b>Online:</b> <a href="#">TWMS</a> Course ID: <b>TWMS-586643</b> - " PERFORMANCE MANAGEMENT PHASES "</p>

Federal Employee Compensation Act (FECA) - Workers' Compensation Basics, Entering a CA-1, and Entering a CA-2	DODI 1400.25-V810	DON recommends employees complete within 90 days of becoming a new supervisor, then refresher every 3 years	<p><b>Mandatory online training for Supervisors:</b> <a href="#">TWMS</a> Course ID <b>TWMS-586642</b> – “WORKERS COMPENSATION”. As part of the Supervisor Training requirement, must complete initial training within 90 days of appointment, then complete a refresher every 3 years.</p> <p><b>Optional Online Training/Info:</b> <a href="#">DCPAS Website</a></p> <p><b>Local Program Information:</b> <a href="#">HROM Website</a></p>
Merit Systems Principles	ASN Policy Memo Dtd 26 Dec 2012, "Merit Systems Principles Mandatory Training for Hiring Managers."	Annually. Initial training must be completed prior to returning a certificate in the Selection Manager application during the hiring process	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>TWMS-511753</b> - "Merit Systems Principles Basics for Hiring Managers"
Civilian Employee Assistance Program (CEAP)	CHRM 792.1	Initial training for newly assigned supervisors within 1 year (DON recommends within 90 days), then refresher every 3 years	<p>HROM provides basic info at New Supervisor Orientations and <i>documents</i> Orientation training completions.</p> <p><b>To register for Orientation visit:</b> <a href="#">HROM Sponsored Onsite Training</a></p> <p><b>Additional information available at:</b> <a href="#">HROM Website</a></p>
Drug Free Workplace Program (DFWP)	CHRM 792.3 Executive Order 12564 MCO 12792.1	Initial training for newly assigned supervisors (DON recommends within 90 days), refresher every 3 years	<p><b>Mandatory online training for Supervisors:</b> <b>TWMS-605565</b></p> <p>HROM provides basic info at New Supervisor Orientations and <i>documents</i> Orientation training completions.</p> <p><b>To register for Orientation visit:</b> <a href="#">HROM Sponsored Onsite Training</a></p> <p><b>Additional information available at:</b> <a href="#">HROM Website</a></p>
Plain Language Writing	DoDI 5025.13	DON recommends initially as part of orientation, then annually	<p><b>Online:</b> <a href="http://www.dtic.mil/whs/directives/plainlanguage.html">http://www.dtic.mil/whs/directives/plainlanguage.html</a></p> <p><b>Document in TWMS using Course ID:</b> <b>WRIT-53900-05</b></p>
Supervisor Occupational Health & Safety Training (includes ORM and other areas)	NAVMC DIR 5100.8 (5-5) 29 CFR 1960.59(a) DoDI 1400.25 V410	Initial training within 90 days, then refresher/ update annually as prescribed by local Safety Officer/Manager	<p>Contact your local Safety Manager/ Officer regarding how to satisfy this requirement.</p> <p>See NAVMC DIR 5100.8, Chapter 5, Section 5001 for requirement details.</p>

Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)	38 U.S.C. 4335 DoDI 1400.25 V410 DON Memo Dtd 4 June 14	Annually by 31 July	<b>Online:</b> <a href="#">TWMS</a> Course ID: <b>TWMS-576348</b> - "DON USERRA"  <b>Also required to complete this training:</b> Human Resources personnel and those who participate on interview panels
Employment of Individuals with Disabilities	Executive Order 13548	No timeframe specified	<b>Online</b> through HR University: <a href="http://www.hru.gov">www.hru.gov</a> <b>Document in TWMS using Course ID: STR-USA14</b>  <b>Also required to complete this training:</b> Human Resources personnel
Veterans Employment Training for Federal Hiring Managers	Executive Order 13518	Annually as prescribed by your organization	<b>Online</b> through HR University: <a href="http://www.hru.gov">www.hru.gov</a>  <b>Document in TWMS using Course ID: TWMS-519373</b>  <b>Also required to complete this training:</b> Human Resources personnel

#### Frequently Referenced Websites

Total Workforce Management Services (TWMS) System: <https://twms.navy.mil>

Naval Knowledge Online (NKO): <https://www.aas.prod.nel.training.navy.mil/ELIAASv2p/>

Human Resources and Organizational Management (HROM) Branch Website: <http://www.hqmc.marines.mil/hrom/>

HROM Sponsored Onsite Training: <http://www.hqmc.marines.mil/hrom/SponsoredTraining.aspx>