

Military Supervisors of Civilian Resources

Defense Civilian Personnel Data System (DCPDS) (Performance Plans)

<https://compo.dcpds.cpms.osd.mil/>

Requirements:

- Signed MyBiz+ for Managers and Supervisors System Access Request Form External and Military Users
 - Signed by individual then signed by the supervisor.
- GS Civilians are serviced by OCHR San Diego. GG Civilians are serviced by OCHR Philadelphia.
- Return to IWD for submission.

USA Staffing (Approve Job Announcements & Make Selections on Recruitments)

<https://usastaffing.gov>

Requirements:

- Signed USER ACCOUNT REQUEST FORM
 - Signed by individual then signed by the supervisor.
- Return to IWD for submission.

Standard Labor Data Collection and Distribution Application (SLDCADA) (Timecards)

<https://www.sldcada.navy.mil/home.do>

Requirements:

- Signed DD Form 577 Appointment Form
 - This document is filled out and signed by EA appointing the individuals a certifiers then signed by the individuals accepting the appointment. *Do not sign before the EA signs.*
- Certifying Officer Legislation (COL) Training Certificate (must be within the last 2 years)
 - DTS Travel Explorer (TraX) <https://www.defensetravel.dod.mil/Passport>
Select the training icon at the top and there's Initial COL and Annual Refresher COL
- Return to IWD for submission.

Total Workforce Management System (TWMS) – Supervisor Training

<https://twms.navy.mil/selfservice/>

Select “Continue” then “No Continue what I was doing”

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Notice

You currently have outstanding training requirements. If you have completed these requirements via Navy e-Learning (NeL) and your record is pending update, please disregard this notice. Would you like to complete the training now?

USER: _____ FLOOR NUMBER: _____

Select “Online Training & Notices”

Total Workforce Management Services (TWMS)
 Employee Self-Service 2.0 // General Information

* For Official Use Only - Safeguard in accordance with the provisions of the Privacy Act *

NAME	OFFICIAL RECORD UIC/ORG	EMPLOYEE TYPE
ZEPEDA, RICHARD OYSGT	00027 /	00027 / N
TITLE	GRADE	MILITARY TYPE
DATA SYSTEMS CHIEF	E-7	

GENERAL INFORMATION	
EMPLOYEE STATUS:	Active - On Board
TELEWORK ELIGIBLE:	NOT SURVEYED
TELEWORKING:	NO
MILITARY STATUS (ACC):	RE: TENG
RANK/RATE:	OYSGT
NUMBER OF ENLISTMENTS:	NO MATCHING DESCRIPTION FOUND
PRIMARY NEC:	No
LEADU:	No
IA ELIGIBILITY COMMENTS:	

IMMEDIATE SUPERVISOR	
NAME:	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>

WORK LOCATION		
BASE LOCATION:	<input type="text"/> <input type="button" value="Select"/> <input type="button" value="Clear"/>	
BUILDING NUMBER:	<input type="text"/>	FLOOR NUMBER: <input type="text"/>

DATES	
DATE REPORTED:	11/1/2017
ACTIVE DUTY START DATE:	9/23/2001
EAOS DATE:	10/3/2021
TERMINAL LEAVE BEGIN DATE:	

LEAVE BALANCE INFORMATION (in Days)	
LEAVE EARNED THIS FY:	0
LEAVE USED THIS FY:	0
LEAVE BALANCE:	0

Tools/Actions:

- Daily Muster
- Employee Locator
- Online Training & Notices
- SAAR-N/DD-2875
- Event Notification Service
- Reserve Duty Assignments
- SF182 Training Request
- Mentoring
- DD577
- My IDP
- Telework Request

Select “Online Supervisory”

NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
ZEPEDA, RICHARD OYSGT	00027 /	00027 / NXX	ACTIVE DUTY
TITLE	GRADE	ENLISTED	MILITARY TYPE
DATA SYSTEMS CHIEF	E-7		

[Required Training & Notices](#)
[Training Reminder Snooze Setting](#)
[Online TWMS](#)
[Online Non-TWMS](#)
[Online Supervisory](#)

The following training courses/notifications are:

1. Required for completion
OR
2. Are due to expire in the next 60 days.

- To take a course, or view a notice, click on the requirement name below. Once completed, if your training was hosted on TWMS or Navy E-Learning/NIKO, your training record will be updated for completed training courses, and the requirement will be marked complete for notices. For courses not hosted on TWMS or e-Learning, please show your certificate of completion to your manager or training coordinator to receive credit.
- To view what training classes you have completed, please click on the Training/Educ/Certs & Skills button from the Navigation Menu on the left side of your screen. Supervisors have additional training requirements on the supervisory training tab. Employees who are not a supervisor may take supervisory training, but it is not mandatory.
- 10000 times for CBT's will vary based on time of day and the specific content being presented. It is recommended that training be done during non-peak hours.

REQ#	Required Training & Notices	Training Reminder Snooze Setting	Online TWMS	Online Non-TWMS	Online Supervisory
65517	Annual training requirements: mandatory training for new training attendees only (2 CFR 724.205); P.L. 107-174 Sec. 202; DoDI 1400.25, Vol. 410 Audience: All Civilians (APP, NAF, & Foreign/Local Nationals) and Supervisors of Civilians (to include military supervisors of civilians)				Every 2 Years
66332	• FY19 LEVEL ONE ANTI-TERRORISM TRAINING Nel: "ANTITERRORISM LEVEL 1 AWARENESS TRAINING" course (Course Code: CENSECFOR-AT-010-1-0) or qualifying command-sponsored training fulfills this requirement. Mandatory annual training directed by: DoD O-2000.16; DoDI 1400.25, Vol. 410 Audience: All military, civilians (APP, NAF, & Foreign/Local Nationals), and some contractors (per the terms of their contract).				2019-09-30
66338	• FY19 RECORDS MANAGEMENT Nel: "RECORDS MANAGEMENT IN THE DON: EVERYONE'S RESPONSIBILITY" course or qualifying command-sponsored training fulfills this requirement. Mandatory annual training directed by: SECNAVINST 5210.06; DoD Instruction 8015.2; DoDI 1400.25, Vol. 410 Audience: All military and civilians (APP, NAF, & Foreign Nationals)				2019-09-30
66337	• FY19 OPERATIONS SECURITY (OPSEC) Nel: "UNCLAS SAAR'S OPSEC" (NIST-UCSPREC-3.0) or qualifying command-sponsored training fulfills this requirement. Mandatory initial and annual training directed by: SECNAVINST 3070.2 & higher level policies Audience: All military, civilians (APP, NAF, & Foreign Nationals)				2019-09-30

COURSE TITLE	COURSE #	COURSE ID	508 COMP	CE UNITS	NOTES	REQUIRED?
ADDRESSING POOR PERFORMANCE	588087	TWMS-588087	PDF	0	Covers mandatory training topics directed by 5 CFR 412 & NDAA 2010 Sec 1113. Frequency: Initial training within 1 year of initial appt. to a supervisory position, then refresher at least every 3 years. Approximate run-time: 12 min	MANDATORY
COACHING COUNSELING AND MENTORING	578218	TWMS-578218	PDF	0	Covers mandatory training topics directed by 5 CFR 412 & NDAA 2010 Sec 1113. Frequency: Initial training within 1 year of initial appt. to a supervisory position, then refresher at least every 3 years. Approximate run-time: 10 min	MANDATORY
DON EEO Training	614600	TWMS-614600	PDF	0	Covers mandatory training topics directed by NDAA 2010 Sec 1113., Executive Order 13548, and 29 CFR 1614.102. Frequency: Initial training within 1 year of initial appt. to a supervisory position, then refresher at least every 3 years. Approximate run-time: 53 min	MANDATORY
DON USERRA	576348	TWMS-576348	PDF	0	Covers mandatory training topics directed by 38 U.S.C. 4335, DoDI 1400.25V410, and ASN Memo Dated 4 June 2014. Frequency: Annually prior to 31 July. Approximate run-time: 35min	MANDATORY
DRUG-FREE WORKPLACE FOR SUPERVISORS	605565	TWMS-605565	PDF	0	Covers mandatory training topics directed by Executive Order 12564 and the DON Civilian Human Resources Manual 792.3. Frequency: Initial training within 1 year of initial appt. to a supervisory position, then refresher at least every 3 years. Approximate run-time: 41 min	MANDATORY
HIRING TALENT	583412	TWMS-583412	no	0	Covers mandatory training topics directed by NDAA 2010 Sec 1113. and Executive Order 13548 (Employment of Individuals with Disabilities training) and Executive Order 13518 (Veteran's Employment training). Frequency: Initial training within 1 year of initial appt. to a supervisory position, then every three years. Approximate run-time: 26min	MANDATORY
LABOR RELATIONS	588106	TWMS-588106	PDF	0	Covers mandatory training topics directed by NDAA 2010 Sec. 1113. Frequency: Initial training within 1 year of initial appt. to a supervisory position, then refresher at least every 3 years. Approximate run-time: 30 min	MANDATORY
MERIT SYSTEM PRINCIPLE BASICS FOR HIRING MANAGERS	511753	TWMS-511753	PDF	0	Covers mandatory training topics directed by NDAA 2010 Sec. 1113 and ASN Policy Mem, "Merit System Principles Mandatory Training for Hiring Managers." 26 Dec 2012. Frequency: Initial training within 1 year of initial appt. to a supervisory position, then annually. Approximate run-time: 26min	MANDATORY
PERFORMANCE MANAGEMENT PHASES	586643	TWMS-586643	PDF	0	Covers mandatory training topics directed by 5 CFR 412 & NDAA 2010 Sec 1113. Frequency: Initial training within 1 year of initial appt. to a supervisory position, then refresher at least every 3 years. Approximate run-time: 26min	MANDATORY
RECOGNITION INCENTIVES AND AWARDS	591799	TWMS-591799	PDF	0	Covers mandatory training topics directed by NDAA 2010 Sec. 1113. Frequency: Initial training within 1 year of initial appt. to a supervisory position, then refresher at least every 3 years. Approximate run-time: 8 min	MANDATORY
RESPONDING TO EMPLOYEES ALLEGING VIOLATIONS OF WHISTLEBLOWER	668363	TWMS-668363	no	0		MANDATORY

SPF OCCUPATIONAL SAFETY & HEALTH TRAINING FOR SUPERVISORS V2	671562	TWMS-671562	no	0		MANDATORY
TELEWORK TRAINING FOR DON SUPERVISORS	481682	TWMS-OCHR-TWSPV1	no	1	Covers mandatory training topics directed by 5 U.S.C. 6503, DODI 10-35.9, and SECNAVINST 12271.25. Frequency: As required. Approximate run-time: 31min	MANDATORY
WORKERS COMPENSATION	586642	TWMS-586642	PDF	0	Covers mandatory training topics directed by DODI 1400.25V810. Frequency: No timeframe is specified in the policy, so frequency is as prescribed by your command. Approximate run-time: 32 min	MANDATORY
CREATING AN ENGAGING WORK ENVIRONMENT	578219	TWMS-578219	no	0	Recommended topic per OPM's Supervisory Training Framework. Complete as needed.	OPTIONAL
CRITICAL TRANSITION TO SUPERVISION	481803	TWMS-OCHR-CTTS1	no	1	Covers mandatory training topics directed by 5 CFR 412. Frequency: Initial training within 1 year of initial appt. to a supervisory position. Approximate run-time: 49min	OPTIONAL
DIVERSITY AND INCLUSION	591545	TWMS-591545	PDF	0	Recommended topic per OPM's Supervisory Training Framework. Complete as needed.	OPTIONAL
DON LEADING CHANGE	576220	TWMS-576220	PDF	0	Recommended topic per OPM's Supervisory Training Framework. Complete as needed.	OPTIONAL
DON TRAINING AND DEVELOPMENT	577578	TWMS-577578	no	1	Covers mandatory training topics directed by 5 CFR 412. Frequency: Initial training within 1 year of initial appt. to a supervisory position, then refresher at least every 3 years. Approximate run-time: 21 min	OPTIONAL
LEAVE ADMINISTRATION	628559	TWMS-628559	PDF	0		OPTIONAL
MANAGING CONFLICT	578217	TWMS-578217	PDF	0	Recommended topic per OPM's Supervisory Training Framework. Complete as needed.	OPTIONAL
ONBOARDING	578216	TWMS-578216	PDF	0	Recommended topic per OPM's Supervisory Training Framework. Complete as needed.	OPTIONAL
PHNSY & IMF CIVILIAN EMPLOYEE ASSISTANCE PROG FOR SUPERVISORS	662396	TWMS-662396	no	0		OPTIONAL
POSITION CLASSIFICATION	591804	TWMS-591804	PDF	0	Recommended topic per OPM's Supervisory Training Framework. Complete as needed.	OPTIONAL
REASONABLE ACCOMMODATIONS	591796	TWMS-591796	PDF	0	Recommended topic per OPM's Supervisory Training Framework. Complete as needed.	OPTIONAL
WORKFORCE PLANNING	578215	TWMS-578215	PDF	0	Recommended topic per OPM's Supervisory Training Framework. Complete as needed.	OPTIONAL