

USMC MANDATORY TRAINING REQUIREMENTS FY16

Title	Legal Citation	Frequency	Audience	Where to Find
No Fear Act	P.L. 107-174, Sec. 202, "Notification and Federal Employee Antidiscrimination and Retaliation Act," 13 May 2002, 5 CFR 724, CHRM 1613	Within 90 days of onboarding and then by March of every other year Part 1	Civilians; Military & Civilian Supervisors;	TWMS - ID #64740 https://twms.navy.mil/ Assigned by DON in your personal TWMS account
Equal Employment Opportunity	29 CFR 1614.102(a)(4)	Annually as determined by the EEO officer. Part 2 from above.	Military & Civilian Supervisors	TWMS -ID# 64743 https://twms.navy.mil/ Assigned by DON in your personal TWMS account
Prevention of Sexual Harassment (POSH)	SECNAV 5300.26D "Department of Navy (DON) Policy on Sexual Harassment" 3 January 2006	Within 90 days of onboarding and then annually Part 3 from above	All Military; Civilians	TWMS - ID# 64737 https://twms.navy.mil/ Assigned by DON in your personal TWMS account
Ethics/Orientation Training	5 CFR 2638.703-.705	Within 90 days of the date of entrance on duty. Frequency of ethics training is determined by series, profession, and any additional guidance issued by General Counsel.	Civilians	TWMS ID# 64742 https://twms.navy.mil/ Assigned by DON in your personal TWMS account
Workplace / Occupational Health & Safety	29 CFR 1960.59(a), DoDI 60551, 19 Aug 1998, DODDI 1400.25, 25 Sept 2013	As prescribed by command	Civilians; Military Supervisors; Supervisors	As required by each Command
Antiterrorism and Force Protection Training (Part of Security Training requirement)	DoDI 2000.16 "DoD Antiterrorism (AT) Standards" 2 October 2006	Annually	All Military; Civilians; Contractors; Local Nationals	TWMS - "ATFP Level I Awareness Training for DoD Civilians" TWMS Course ID: 64744
Counterintelligence Awareness (Part of Security Training requirement)	DoDI 5240.06 "Counterintelligence Awareness and Reporting (CIAR)," 17 May 2011, Revision 30 May 2013	Within 90 days of onboarding and then annually	All Military; Civilians; Local Nationals	Local NCIS Briefings or NCIS approved source at local command or Security Refresh Trng: TWMS Course ID: 581662- USMC Annual Security Refresher Training
Physical Security (Part of Security Training requirement)	DoD Regulation 5200.08-R "Physical Security Program" 9 April 2007	Annually	All Military; Civilians; Contractors; Local Nationals	Delivered with counterintelligence awareness training Security Refresh Trng: TWMS Course ID: 581662- USMC Annual Security Refresher Training
Violence Protection	MCO5580.3 1 December 2012 "Violence Protection Program"	Annually	All Military; Civilians	Delivered with counterintelligence awareness training above or Violence Prevention Program Awareness Training (ILEVPPA01A) in MARINET, or specific Command designated training

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Combating Trafficking in Persons (CTIP)	DoDI 2200.01 "Combating Trafficking in Persons" 21 Apr 2015, DODI 1400.25, 25 Sept 2013	Annually (1 Oct - 30 Sept)	All Military; Civilians; Contractors; Local Nationals	TWMS - ID# 61859, and 64741 Must take at least one of the following based on positions/job: 1) CTIP General Awareness Training; 2) CTIP Law Enforcement Training; 3) CTIP Acquisition Professional Training; 4) Other CTIP Program Management Office (PMO) Development Training
Constitution Day and Citizenship Day	36 U.S.C. 106; P.L. 108-447 Sec. 111, and 930.301; DODI 8570.01, 23 Apr 2007; SECNAVI 5239.3B, 17 Jun 2009	Within 90 days of on-boarding; annually provide education materials	All Military; Civilians; Contractors; ; Local Nationals	TWMS - ID# 61872
DoD Cyber Awareness V2	5 CFR 930.301; SECNAV 5239.3B "Department of Navy (DON) Information Assurance Policy," 17 June 2009, MARADMIN 288/13 "ANNUAL CYBER AWARENESS TRAINING"	Immediately when onboarding and then annually by 31 August	All Military; Civilians; Contractors that are users of USMC computers	TWMS - Civilians ID# 647365, https://twms.navy.mil/MARINENET - "CYBER Awareness Challenge VI for Military "CYBERM0000", Contractors "CYBERC", Individuals with JWICS, NSA, SCI OR Intel Community "CYBERRINTEL"
Privacy Act and Personally Identifiable Information (PII)	DoD 5400.11-R "Department of Defense Privacy Program" 14 May 2007; OSD Memorandum "Safeguarding Against and Responding to the Breach of Personally Identifiable Information (PII)" 5 June 2009	Immediately when onboarding and then annually by 31 August	All Military; Civilians; Contractors; Local Nationals	TWMS - ID# 64739 https://twms.navy.mil/
Civilian Employee Assistance Program (CEAP)	CHRM 792.1 "Civilian Employee Assistance Program"	Within 90 days of becoming a new supervisor; refresher every three years	Military & Civilian Supervisors	Contact your local Civilian Employee Assistance Program Coordinator
Operations Security (OPSEC)	DoD Directive 5205.02E "DoD Operations Security (OPSEC) Program" 20 June 2012	Annually	All Military; Civilians; Contractors; Local Nationals	TWMS - ID#64748 https://twms.navy.mil/
Performance Management	5 CFR 430.209(c)	Annually	Civilians; Military Supervisors	As required by each Command see HRO , TWMS: ID#586643, https://twms.navy.mil/
Plain Writing Act	P.L. 111-274	Annually	Civilians; Military Supervisors	https://plainlanguage.nih.gov/CBTS/Plain LA Item , Will be posted in TWMS by the end of December 2015
Records Management	DoDD 5015.2 "DoD Records Management Program" 6 March 2000, SECNAVINST 5300.26D	Annually, Prior to January 30	Civilians	TWMS: ID# 64746 https://twms.navy.mil/
Veterans Employment Training for Hiring Managers	Executive Order 13518	Annually	Military & Civilian Supervisors; HRProfessionals	HRU Course at www.hru.gov

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Telework	5 U.S.C. 6503, DODI 10-35.01, 4 Apr 2012; SECNAVI 12271.25, 25 Sept 2013	Required prior to start of a telework agreement	Civilians; Military Supervisors	TWMS - "Telework for DON Employees" or "Telework for DON Supervisors" https://twms.navy.mil/ TWMS: ID# OCHR-EMP1
Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)	38 U.S.C. 4335, OPM Memo, 10 Sept 2013; DODI 1400.25, 25 Sept 2013	Annually	Military & Civilian Supervisors; All HR Personnel	HRU Course: "DON Uniformed Services Employment and Reemployment Rights Act (USERRA) at www.hru.gov or under TWMS supervisory trngs titled " DoD USERRA" or TWMS: ID#576348 https://twms.navy.mil/
Employment of Individuals with Disabilities (A Roadmap)	Executive Order 13548	No specified timeframe	Military & Civilian Supervisors; HR Professionals	HR UNIVERSITY
Drug Free Workplace Program (DFWP)	CHRM 792.3 "Drug Free Workplace Program"	Within 90 days of becoming a new supervisor; refresher every three years	Civilians; Military & Civilian Supervisors; HR Professionals	TWMS
Merit Systems Principles	ASN Policy Memorandum, "Merit Systems Principles Mandatory Training for Hiring Managers." 26 December 2012	Prior to returning a certificate in the Selection Manager application during the hiring process, and Annually thereafter	Military & Civilian Supervisors; HR Professionals	TWMS - "Merit Systems Principles Basics for Hiring Managers" https://twms.navy.mil/
Sexual Assault Prevention and Response (SAPR)	National Defense Authorization Act (NDAA) 2012, Section 1615	Annually	All Military; Civilians	Sexual Assault Prevention: One Team, One Fight" - provided initially at TWMS course ID# 64752 , annually after as a "Refresher TWMS Course: ID#64753
Supervisory Training	USC 4121; 5 CFR 412; National Defense Authorization Act (NDAA) 2010, Section 1113, 5CFR 430.209	Within 90 days of on-boarding and refresher training at least once every 3 years	Civilian Supervisors, and Military who supervise Civilians	Required TWMS: 17 MODULES under 5 Areas of Responsibility (HIRING TALENT - to include: Hiring Talent, Position Management & Classification, On-Boarding; MANAGING PERFORMANCE - to include: Recognition, Incentives & Awards, Addressing Poor Performance, Performance Management Phases; DEVELOPING TALENT - to include: Training & Development, Creating and Engaging Work Environment, Coaching/Counseling/Mentoring; MANAGING THE WORKPLACE - to include: Diversity and Inclusion, Workers Compensation, Reasonable Accommodations, Managing Conflict, Labor Relations, Workforce Planning; OTHER - to include: Critical Transitions, Leading Change.) Local face-to face trng is authorized in place of TWMS modules as long as all the competencies in the TWMS modules are certified "met". Leave and Hostile Work Environment are under construction and not required until TWMS modules are completed.

