



UNITED STATES MARINE CORPS
TRAINING AND EDUCATION COMMAND
1019 ELLIOT ROAD
QUANTICO, VIRGINIA 22134

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TRAINING AND EDUCATION COMMAND BULLETIN 12410

From: Commanding General, Training and Education Command
To: Distribution List

Subj: FISCAL YEAR 2019 MANDATORY TRAINING FOR CIVILIANS AND
ALL SUPERVISORS OF CIVILIANS

Ref: (a) SECNAVINST 12410.25

Encl: (1) FY2019 M&RA Mandatory Training Spreadsheet

1. Situation. The Department of the Navy (DoN) establishes mandatory and recommended training requirements in reference (a). Manpower and Reserve Affairs (M&RA) promulgated fiscal year training requirements, Enclosure (1), for all civilian employees and their supervisors, both civilian and military. Included in this bulletin is an additional training requirement Quantico-based Training and Education Command (TECOM) Headquarters (HQ) supervisors of civilians. This bulletin also establishes a mandatory training reporting and compliance mechanism.

2. Mission. Promulgate guidance to all TECOM civilian employees and their supervisors, both civilian and military, on fiscal year training requirements in order to comply with DoN training requirements in support of a high-performing workforce and safe, positive work environment.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. TECOM HQ and TECOM major subordinate commands (MSC) civilian employees and their supervisors complete all mandatory annual training to ensure understanding of policies and procedures governing the TECOM work environment.

(2) Concept of Operations. Supervisors are responsible

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for ensuring their employees complete all on line and face-to-face mandatory training outlined in the enclosure. TECOM G-1 will regularly conduct assessments via the Total Workforce Management System (TWMS) to track progress and provide periodic status reports to the appropriate chain of command.

b. Subordinate Element Missions

(1) Major Subordinate Commands. Establish local procedures and accountability for executing all mandatory training found in Enclosure (1).

(2) TECOM Assistant Chief of Staff, G-1

(a) Update and revise this Bulletin as needed based on further guidance/direction from higher headquarters.

(b) Conduct four Performance Management Workshops between February and May 2019 for Quantico-based TECOM HQ supervisors of civilians with each workshop accommodating approximately 20 supervisors.

(c) Offer Performance Management Workshop seats to Quantico based MSC supervisors.

(d) Provide end of quarter and end of year status reports of mandatory training for all TECOM civilian employees. Provide status reports to the appropriate chain of command.

(e) Provide supervisor Performance Management Workshop attendance reports to the Executive Deputy, TECOM.

(f) Provide support to MSC G-1s as necessary.

(3) TECOM Division Directors, Assistant Chiefs of Staff, and Special Staff. Oversee completion of all training outlined in this bulletin by ensuring supervisors within your organization execute per the Commander's Intent.

(4) Supervisors

(a) Complete mandatory training in enclosure (1), including the annotated face-to-face training.

(b) Ensure subordinates complete all mandatory training. Use enclosure (1) as needed to monitor mandatory training progress of subordinates.

(c) Quantico-based TECOM HQ supervisors of civilians will attend a two-day Performance Management Workshop. This is a mandatory requirement for both civilian and military supervisors of civilian employees. Quantico-based MSC supervisors are invited to attend.

1. The workshop will be facilitated by a private sector instructor and will support supervisory skills in employee development, writing results-focused critical elements, monitoring employee performance, providing effective feedback, rating performance, and rewarding performance.

2. Four supervisor workshops will be held between February and May 2019. Workshop dates and sign up procedures will be promulgated separately.

(5) Employees. Complete mandatory training identified in enclosure (1), including the annotated face-to-face training.

(6) Coordinating Instructions

(a) M&RA's requirements in enclosure (1) are prescriptive and shall be used as the primary guidance when completing mandatory training in TWMS. TWMS is the system of record for all mandatory training for civilians and is the only approved system to perform mandatory training online.

(b) In addition to online mandatory training in TWMS, there are currently two mandatory courses in enclosure (1) that are not offered via TWMS: Initial Sexual Assault Prevention and Response (SAPR)/One Team One Fight, and annual Counter Intelligence Awareness and Reporting (CIAR), which must be completed as face-to-face requirements. Supervisors and employees must use local SAPR and CIAR resources to ensure compliance with these requirements.

(c) Enclosure (1) and other relevant tools for civilians and supervisors can be located on the CWDT webpage at <https://www.tecom.marines.mil/Resources/CivilianTraining/> .

4. Administration and Logistics. The point of contact in this matter is TECOM HQ, G-1, Civilian Workforce Development and Training Branch at TECOM_CWFDT@usmc.mil .

5. Command and Signal

a. Command. This Bulletin applies to TECOM HQ and TECOM MSCs.

b. Signal. This Bulletin is effective the date signed.


D. C. THOMPSON
Executive Deputy

Distribution: A

Summary of All Mandatory Training

All Civilians

	Course ID
1 DOD Cyber Awareness Challenge (Information Assurance Training)	DOD - IAA - V15.0
2 Privacy and Personally Identifiable Information (PII) Awareness	DON - PRIV - 1.0
3 Operations Security (OPSEC)	NOST - USOPSEC - 3.0
4 Counterintelligence Awareness & Reporting (CIAR)	TWMS - 627869
5 Prevention of Sexual Harassment (POSH)	TWMS - 613963
6 Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)	TWMS - 613957
7 SAPR One Team One Fight - Refresher	TWMS - 631936
8 Combatting Trafficking in Persons (CTIP)	DOD - CTIP - 3.0
9 Level One Antiterrorism Training	ENSECFOR -AT -010 - 1.0
10 Workplace Violence Prevention	TWMS - 658532
11 Records Management	DOR - RM - 01 - 1.2
All Supervisors (Civilian and Military Supervisors of Civilians)	
1 Managerial and Supervisory Training Topics per NDAA 2010 Sec. 1113 & 5 CFR 412	TWMS - 588087
2 Civilian Employee Assistance Program (CEAP)	Contact the local CEAP
3 Drug Free Workplace Program (DFWP)	TWMS - 605565
4 Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)	TWMS - 576348
5 Veterans Employment Training for Federal Hiring Managers	TWMS - 583412
Subset Groups (New Employees/Hiring Managers)	
1 Initial Ethics Training	
2 SAPR One Team One Fight - Initial	
3 Merit System Principles	
Command Discretion/Assigned As Needed	
1 Occupational Health & Safety	
2 Physical Security	
3 Plain Language Writing (note audience)	
4 Constitution Day and Citizenship Day Observance	
5 Equal Employment Opportunity Awareness for the Workforce	
6 Performance Management	
7 Occupational Health & Safety for Supervisors	
8 Workers Compensation	
9 Employment of Individuals with Disabilities	

* Please see additional spreadsheet tabs for All Civilians, Supervisors, Subset Groups and Command Discretionary Training.

* For all technical problems with courses, employees should either:

1. Call the TWMS Helpdesk at 1-888-264-4255. Use phone menu option 3, then option 1.
- OR
2. Use the help request submission system on the TWMS home screen under the "Contact Us/Help" button on the lower left.

FY19 Mandatory Training Requirements: All Civilians

These courses are mandated by policy, law, or regulation and apply to all civilian employees. Course completions, regardless of methodology, should be recorded in TWMS or DCPDS.

Topic	Legal Citation/Notes	Frequency	Where to Find/Source	Course Title(s)	TWMS Req'd ID
DoD Cyber Awareness Challenge (Information Assurance Training)	SECNAVINST 5239.20A, 10 Feb 2016; SECNAVINST 5239.3C, 2 May 2016	Initial training before access to Information systems; refresher each FY	TWMS Course ID: DOD-IAA-V15.0	DOD CYBER AWARENESS CHALLENGE	69516
Privacy and Personally Identifiable Information (PII) Awareness	DODI 1400.25, Vol. 410, 25 Sep 2013	Initial training before access to information systems; refresher each FY	TWMS Course ID: DON-PIIV-1.0	PRIVACY AND PERSONALLY IDENTIFIABLE INFORMATION (PII) AWARENESS TRAINING	69514
Operations Security (OPSEC)	SECNAVINST 3070.2 5 May 2016	Initial training upon onboarding, then refresher annually as prescribed by Command.	Navy E-Learning (linked to TWMS) Course ID: NOST-USOPSEC-3.0	UNCLC SAM'S OPSEC	69537
Counterintelligence Awareness & Reporting (CIAR)	DODI 1400.25, Vol. 410, 25 Sep 2013 CIAR training should be provided by a SME in a classroom environment. However, it may be provided through other media or combined with Command-sponsored security training.	Within 30 days of onboarding, then refresher annually as prescribed by Command	Hosted by Other (linked to TWMS) Course ID: TWMS-627869	COUNTER INTELLIGENCE AWARENESS AND REPORTING (CIAR)	69446
Prevention of Sexual Harassment (POSH)	SECNAV 5300.26, 3 Jan 2006; DODI 1400.25, Vol. 410, 25 Sep 2013	Initial training within 90 days of onboarding; refresher annually	TWMS Course ID: 613963	DON POSH, ANTI-HARASSMENT TRAINING	69513
Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)	DODI 1400.25, Vol. 410, 25 Sep 2013	Within 90 days of onboarding or assuming a new supervisory position; refresher every other year thereafter	TWMS Course ID: 613957	DON NO FEAR TRAINING	69517
SAPR One Team One Fight - Refresher	SECNAVINST 1752.48, 8 Aug 2013	Annually	TWMS Course ID: 631936	DON SEXUAL ASSAULT PREVENTION AND RESPONSE - ONE TEAM - ONE FIGHT - RECOMMITTED	69534
Combating Trafficking in Persons (CTIP)	DODI 2200.01, 5 April 2017; DODI 1400.25, Vol. 410, 25 Sep 2013 Civilian employees must take at least one of the following courses: 1. CTIP General Awareness; 2. CTIP Law Enforcement; 3. CTIP Acquisition Professional 4. Other CTIP Program Management Office (PMO) Developed Training Please follow local command guidance regarding which version you should complete.	Annually	Navy E-Learning (linked to TWMS) Course ID: DOD-CTIP-3.0	FOR General Awareness: CTIP GENERAL AWARENESS TRAINING; COMBATING TRAFFICKING IN PERSONS (CTIP) GENERAL AWARENESS REFRESHER TRAINING	69533
Level One Antiterrorism Training	DODI O-2000.16, Vol. 1, 5 May 2017; DODI 1400.25, Vol. 410, 25 Sep 2013	Annually	Navy E-Learning (linked to TWMS) Course ID: TWMS Course ID: 658532	ANTITERRORISM LEVEL 1 AWARENESS WORKPLACE VIOLENCE PREVENTION * This course may not register proper completion in TWMS. Options are: A) Supervisors can confirm completion by using the job aid found at: https://www.tecom.marines.mil/resources/civiliantraining/ B) Employees can call the TWMS Helpdesk at 1-888-264-4255 phone menu option 3, then option 1. C) Employees can use the help request submission system on the TWMS homepage under the "Contact Us/Help" button on the lower left.	69532
Workplace Violence Prevention	DODI 1438.06, 16 Jan 2014	Annually	Navy E-Learning (linked to TWMS) Course ID: DOR-IRM-010-1.2	RECORDS MANAGEMENT * This course may not register proper completion in TWMS. Options are: A) Supervisors can confirm completion by using the job aid found at: https://www.tecom.marines.mil/resources/civiliantraining/ B) Employees can call the TWMS Helpdesk at 1-888-264-4255 option 3, then option 1. C) Employees can use the help request submission system on the TWMS homepage under the "Contact Us/Help" button on the lower left.	69469
Records Management	SECNAVINST 5210.8E, 17 Dec 2015	Annually	Nel (linked to TWMS) Course ID: DOR-IRM-010-1.2	RECORDS MANAGEMENT * This course may not register proper completion in TWMS. Options are: A) Supervisors can confirm completion by using the job aid found at: https://www.tecom.marines.mil/resources/civiliantraining/ B) Employees can call the TWMS Helpdesk at 1-888-264-4255 option 3, then option 1. C) Employees can use the help request submission system on the TWMS homepage under the "Contact Us/Help" button on the lower left.	69536

FY19 Mandatory Training Requirements: All Supervisors of Civilian and Military Supervisors of Civilians)

These courses are mandated by policy, law, or regulation for all supervisors of civilian employees. Course completions, regardless of methodology, should be recorded in TWMS or DCPDS.

Topic	Legal Citation	Frequency	Where to Find/Source	Course Title(s)	TWMS Requirement ID
Managerial and Supervisory Training Topics per NDAA 2010 Sec. 1113 & 5 CFR 412	NDAA 2010 Section 1113 5 CFR 412	Within 1 year of initial appointment to a supervisory position, then refresher training at least once every 3 years	TWMS Course ID : TWMS - 588087	Performance Management Phases; MSP Basics for Hiring Managers; Hiring Talent; Coaching, Counseling, and Mentoring; DON EEO Training; Addressing Poor Performance; Labor Relations; Recognition Incentives and Awards	69564
Civilian Employee Assistance Program (CEAP)	CHRM 792.1 "Civilian Employee Assistance Program"	Within 1 year of initial appointment to a supervisory position, then refresher training at least once every 3 years	Contact the local CEAP Coordinator	N/A	69736
Drug Free Workplace Program (DFWP)	Executive Order 12564 CHRM 792.3	Within 1 year of initial appointment to a supervisory position, then refresher training at least once every 3 years	TWMS Course ID : TWMS - 605565 Contact the local Drug Program Coordinator for additional info	DRUG FREE WORKPLACE TRAINING FOR EMPLOYEES/MANAGERS/SUPVRS	69448
Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)	DODI 1400.25 Vol. 410, 25 Sep 2013 ASN Memo dtd 4 June 2014	Annually prior to 31 July	TWMS Course ID : TWMS - 576348	DON USERRA	69440
Veterans Employment Training for Federal Hiring Managers	Executive Order 13518	Annually as prescribed by Command	TWMS Course ID : TWMS - 583412	HIRING TALENT	69466

FY19 Mandatory Training Requirements: Subset Groups

These courses are mandated by policy, law, or regulation for either new employees or hiring managers of civilian employees. Course completions, regardless of methodology, should be recorded in TWMS or DCPDS.

Topic	Legal Citation	Frequency	Training Audience	Where to Find/Source	Course Title(s)
Initial Ethics Training	5 CFR 2638.304 Each new employee must complete initial interactive ethics training and receive certain written materials. Training must focus on ethics laws and regulations that the Designated Agency Ethics Official deems appropriate for the audience; must address concepts related to financial conflicts of interest, impartiality, misuse of position, and gifts. Office of Government Ethics Education Job Aid: https://www.oge.gov/Web/OGEnsf/0/E4E3A80253171F0F8525806B005F2868/FILE/LA-16-09%20Chart.pdf	Within 3 months of the date of entrance on duty. Additional/recurring ethics training may be required based on an employee's series, responsibility, or other guidance issued by General Counsel. For instance, all confidential financial disclosure filers must complete certain annual ethics training, and public financial disclosure filers have additional requirements.	All New Civilians; Certain employees may be exempt from the training requirement.	Where to Find/Source Contact the local counsel/ethics office for additional guidance. Web-based training is available in TWMS.	DON 2017 Initial and Annual ethics Training
SAPR One Team One Fight - Initial	DoDD 6495.01, 11 April 2017 DoDI 6495.02, 24 May 2017 SECNAVINST 1752.4B, 8 Aug 2013	Initial training within one year of onboarding	All New Civilians	Local SAPR Representative Training completions must be recorded in TWMS or DCPDS in order to receive credit.	DON INITIAL SEXUAL ASSAULT PREVENTION AND RESPONSE (SAPR) (provided for training documentation purposes)
Merit System Principles	ASN Policy Memorandum, "Merit Systems Principles Mandatory Training for Hiring Managers," 26 December 2012	Initial training must be completed prior to returning a certificate of eligibles during the hiring process OR within 1 year of initial appointment to a supervisory position (whichever comes first).	All Supervisors of Civilians (to include military supervisors of civilians)	TWMS	MERIT SYSTEM PRINCIPLES BASICS FOR HIRING MANAGERS

FY19 Mandatory Training Requirements: Discretionary: To be Assigned by the Command as Needed - You Will Receive a Notification if Any of These Are Added to Your Requirements

The topics listed below are required by law, executive order, policy, or guidance. Commands have flexibility to tailor the method of delivery, audience, content, and in some cases frequency of training.

Topic	Legal Citation/Notes	Frequency	Training Audience	Where to Find/Source	Course Title(s)
Occupational Health & Safety	DODI 1400.25, Vol. 410, 25 Sep 2013	As prescribed by Command; No mandatory timeframe specified	All Civilians, Supervisors of Civilians, and others as described in DODI 6055.1	Varies by Command; Contact the local Safety Office/Representative	N/A
Physical Security	DODI 1400.25, Vol. 410, 25 Sep 2013	As prescribed by Command; No mandatory timeframe specified	All Civilians	Contact the local security office/representative	N/A
Plain Language Writing (note audience)	Public Law 111-274 DODI 5025-13, 11 April 2013	No mandatory timeframe specified.	DOD Personnel who regularly write and edit documents	TWMS	INTRODUCTION TO PLAIN LANGUAGE TRAINING
Constitution Day and Citizenship Day Observance	DODI 1400.25, Vol. 410, 25 Sep 2013	Provide educational materials to new employees within 90 days of on-boarding and annually to all employees on/around 17 September	All Civilians	OCHR Portal: https://portal.secnav.mil/orgs/MRA/DONHR/Training/Pages/CDCD.aspx	CONSTITUTION DAY TRAINING
Equal Employment Opportunity Awareness for the Workforce	29 CFR 1614.102	On a continual basis; No mandatory timeframe specified	All civilians	For optional training: TWMS	DON EEO Training
Performance Management	EEO policy and programs must be communicated by Commands to employees on a continual basis. Formal training is not mandatory to meet this requirement. 5 CFR 430.209(c)	No mandatory time-frame specified (recommended annually).	All Civilians and Supervisors of Civilians (to include military supervisors of civilians)	Contact the local Human Resources Office	N/A
Occupational Health & Safety for Supervisors	Commands are required to communicate (e.g. through formal training) the relevant parts of their performance appraisal system. Formal training is not mandatory to meet this requirement. DODI 1400.25, Vol. 410, 25 September 2013	No mandatory timeframe specified; As prescribed by Command	All Supervisors of Civilians	Contact the local Safety Office/Representative	N/A
Workers Compensation	DODI 1400.25-V810	No mandatory timeframe specified	All Supervisors of Civilians	TWMS	WORKERS COMPENSATION
Employment of Individuals with Disabilities	Executive Order 13548	No mandatory timeframe specified	All Supervisors of Civilians; hiring managers, and HR professionals	TWMS	TWMS: HIRING TALENT; DON EEO Training