



DEPARTMENT OF THE NAVY
NAVAL LEGAL SERVICE COMMAND
1322 PATTERSON AVENUE SE, SUITE 3000
WASHINGTON NAVY YARD DC 20374-5066

Canc: Sep 2024

CNLSCNOTE 1500
N01
7 Dec 2023

COMNAVLEGSVCCOM NOTICE 1500

Subj: FISCAL YEAR 2024 NAVAL LEGAL SERVICE COMMAND MANDATORY TRAINING SCHEDULE

Ref: (a) OPNAVINST 1500.22H
(b) CNO WASHINGTON DC 051901Z Oct 23 (NAVADMIN 236/23)
(c) SECNAVINST 12410.25B
(d) Office of Civilian Human Resources FY24 Mandatory Training Requirements
(e) SECNAV M 5210.1 CH-1

Encl: (1) NLSC HQ FY24 Training Calendar
(2) Training Requirements for Military Personnel
(3) Training Requirements for Civilian Employees
(4) Training Requirements for Supervisors of Civilian Employees

1. Purpose. This notice announces the Fiscal Year 2024 (FY24) training requirements and schedule for Naval Legal Service Command (NLSC) personnel attached to NLSC Headquarters (HQ) and subordinate commands.

2. Background. Reference (a) issues general military training (GMT) policies for uniformed Navy personnel. Reference (b) promulgates specific FY24 GMT requirements for uniformed Navy personnel. References (c) and (d) outline mandatory training requirements for all civilian employees paid from appropriated and non-appropriated funds, as well as military personnel who supervise Department of Navy civilian employees.

3. Policy. Recognizing the value of a well-informed and motivated workforce, enclosures (1) through (4) detail the training requirements for uniformed Navy personnel, civilian employees, and supervisors of civilian employees as set forth in references (a) through (d), and provide a timeline for completion. All NLSC HQ personnel are expected to complete their applicable requirements in accordance with enclosure (1). All NLSC personnel are expected to complete the applicable courses outlined in enclosures (2) through (4) by the end of FY24.

4. Reporting Completion. All courses will be completed as directed either (1) during quarterly in-person training sessions or (2) online via the Total Workforce Management System (TWMS) or Navy eLearning (NeL). Enclosures (1) through (4) indicate which methods of delivery are

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available for required training. Personnel attached to NLSC HQ must report attendance at in-person training sessions to the NLSC HQ Training point of contact, LCDR Andrea Liou, to ensure their training jackets are updated to reflect course completion. Personnel outside of NLSC HQ shall report their training completion to their chain of command in accordance with locally issued guidance.

5. Personnel outside of NLSC HQ. NLSC personnel outside of NLSC HQ shall follow their locally issued guidance as promulgated by their command; however, local training plans must include the requirements listed in enclosures (2) through (4). Marine Corps personnel are subject to their own Service and unit requirements. Contractors are subject to the requirements established by their employers.

6. Records Management. Records created as a result of this notice, regardless of media or format, shall be managed in accordance with reference (e).



BRUCE A. GRAGERT
By direction

Releasability and Distribution:

This instruction is cleared for public release and is available electronically only, via Navy Judge Advocate General's Corps public website, <http://www.jag.navy.mil>

NLSC HQ FY24 Training Calendar			
November	December	January	February
<u>Supervisors of Civilians</u> <ul style="list-style-type: none"> Supervisory and Managerial Training Topics (TWMS-various) 	<u>All Hands</u> <ul style="list-style-type: none"> Cyber Awareness Challenge (TWMS: 716897 or NeL: DOD-CAC-2024.0) 	<u>All Uniformed Navy Personnel</u> Face-to-face training session Date: TBD Location: WNY* <ul style="list-style-type: none"> Suicide Prevention SAPR Awareness <u>Supervisors of Civilians</u> <ul style="list-style-type: none"> Veterans Employment Training (TWMS: 509667) 	<u>All Hands</u> <ul style="list-style-type: none"> Active Shooter (TWMS: 687121 or NeL: DON-687121-2.0 or CSF-LC-NASC-1.0**) <u>Civilians</u> <ul style="list-style-type: none"> Annual Time and Attendance Training/ T&A Training and Review SOP for Reservists & Supervisors of Reservists (TWMS 709920) <u>Supervisors of Civilians</u> <ul style="list-style-type: none"> Responding to Whistleblower Complaints (TWMS: 673220)
March	April	May	June
<u>All Hands</u> <ul style="list-style-type: none"> Derivative Classification Training (if accessing classified systems) (TWMS: 663130) <u>All Uniformed Navy Personnel</u> Face-to-face training session Date: TBD Location: PNT	<u>All Hands</u> <ul style="list-style-type: none"> Operations Security (OPSEC) (TWMS: 717067) DoD Controlled Unclassified Information (CUI) (TWMS: 686564) 	<u>All Hands</u> <ul style="list-style-type: none"> NCIS Counterintelligence and Insider Threat Awareness and Reporting (CIAR) (NeL: DON-CIAR-2.0) 	<u>All Uniformed Navy Personnel</u> Face-to-face training session Date: TBD Location: WNY* <ul style="list-style-type: none"> Suicide Prevention SAPR Awareness

<ul style="list-style-type: none"> - Suicide Prevention - SAPR Awareness <p><u>Civilians</u></p> <ul style="list-style-type: none"> • DON Equal Employment Opportunity Training (TWMS: 614600) 	<p><u>Civilians</u></p> <ul style="list-style-type: none"> • Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) (TWMS: 613957) <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> • Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) (TWMS: 613957) 	<p><u>Civilians</u></p> <ul style="list-style-type: none"> • DON Prevention of Sexual Harassment (TWMS: 613963) <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> • USERRA (TWMS: 576348) 	<p><u>Civilians</u></p> <ul style="list-style-type: none"> • DON Civilian Sexual Assault Prevention and Response Training (TWMS: 691361) • Level One Antiterrorism Training (TWMS: 695977)
July	August	September	Notes
<p><u>All Hands</u></p> <ul style="list-style-type: none"> • Privacy & PII Awareness (TWMS: 674477 or NeL: DON-PRIV-2.0) <p><u>All Uniformed Navy Personnel</u></p> <p>Face-to-face training session</p> <p>Date: TBD</p> <p>Location: PNT</p> <ul style="list-style-type: none"> - Suicide Prevention - SAPR Awareness <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> • DON Civilian Employees Assistance Program (CEAP) for Supervisors (TWMS: 689280) 	<p><u>All Hands</u></p> <ul style="list-style-type: none"> • Records Management (TWMS: 627356 or NeL: DOR-RM-010-1.2 or DOR-RM-010-1.1) <p><u>Civilians</u></p> <ul style="list-style-type: none"> • Workplace Violence Prevention (TWMS: 658532 or NeL: NM-08-WVPM-1.1) <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> • Workplace Violence Prevention (TWMS: 658532 or NeL: NM-08-WVPM-1.1) 	<p><u>All Uniformed Navy Personnel</u></p> <p>Face-to-face training session</p> <p>Date: TBD</p> <p>Location: WNY*</p> <ul style="list-style-type: none"> - Suicide Prevention - SAPR Awareness <p><u>Supervisors of Civilians</u></p> <ul style="list-style-type: none"> • Drug Free Workplace for Supervisors (TWMS: 605565) 	<p>* Location subject to change</p> <p>** CONTENT ADVISORY: NeL course CSF-LC-NASC-1.0 contains content/audio from the 2013 Navy Yard shooting that may cause reaction for some persons. If concerned, please complete the requirement using the other NeL or TWMS courses</p> <p>***All Hands should save their online course completion certificates for annual verification requirements.</p>

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FY24 TRAINING REQUIREMENTS FOR UNIFORMED NAVY PERSONNEL

COURSE TITLE & NUMBER	DELIVERY METHOD	COMPLETION TIME
Cyber Awareness Challenge	Online TWMS: 716897 NeL: DOD-CAC-2024.0	31 Dec
Active Shooter	Online TWMS: 687121 NeL: DON-687121-2.0 OR CSF-LC-NASC-1.0*	29 Feb
Derivative Classification Training (if accessing classified systems)	Online TWMS: 663130	31 Mar
Operations Security (OPSEC)	Online: TWMS: 717067	30 Apr
DoD Controlled Unclassified Information (CUI)	Online: TWMS: 686564	30 Apr
NCIS Counterintelligence and Insider Threat Awareness and Reporting (CIAR)	Online NeL: DON-CIAR-2.0	31 May
Privacy & PII Awareness	Online TWMS: 674477 NeL: DON-PRIV-2.0	31 Jul
Records Management	Online TWMS: 627356 OR 627357 NeL: DOR-RM-010-1.2 OR DOR-RM-010-1.1	31 Jul
Suicide Prevention	In Person	Offered Quarterly
SAPR Awareness	In Person	Offered Quarterly

Online Courses. Courses can be accessed via Total Workforce Management Services (TWMS): <https://mytwms.dc3n.navy.mil/> or Navy e-Learning (NeL): <https://learning.nel.navy.mil/>

In-person Requirement: Virtual options will only be provided to NLSC personnel stationed outside the NCR or as FHP measures dictate.

*CONTENT ADVISORY: NeL course CSF-LC-NASC-1.0 contains content/audio from the 2013 Navy Yard shooting that may cause reaction for some persons. If concerned, please complete the requirement using the other NeL or TWMS courses.

FY24 TRAINING REQUIREMENTS FOR CIVILIAN EMPLOYEES

*****Additional courses may be required during the onboarding process as directed by TFM Civilian Programs*****

COURSE TITLE & NUMBER	DELIVERY METHOD	COMPLETION TIMELINE
Cyber Awareness Challenge	Online TWMS Requirement ID: 716897 OR NeL: DOD-CAC-2024.0	31 Dec
Annual Time and Attendance, (T&A) Training	Online TWMS: 709920	29 Feb
T&A Training and Review SOP for Reservists & Supervisors of Reservists	Online TWMS: 709920	29 Feb
Active Shooter	Online TWMS: 687121 NeL: DON-687121-2.0 OR CSF-LC-NASC-1.0*	29 Feb
Derivative Classification Training (if accessing classified systems)	Online TWMS: 663130	31 Mar
DON Equal Employment Opportunity (EEO) Training	Online: TWMS: 614600	31 Mar
Operations Security (OPSEC)	Online: TWMS: 717067	30 Apr
DoD Controlled Unclassified Information (CUI)	Online TWMS: 686564	30 Apr
Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)	Online: TWMS: 613957	30 Apr
NCIS Counterintelligence and Insider Threat Awareness and Reporting (CIAR)	Online NeL: DON-CIAR-2.0	31 May
DON Prevention of Sexual Harassment	Online TWMS: 613963	31 May
DON Civilian Sexual Assault Prevention and Response Training	Online TWMS: 691361	30 Jun
Level One Antiterrorism Training	Online TWMS: 695977	30 Jun
Privacy & PII Awareness	Online TWMS: 674477 OR NeL: DON-PRIV-2.0	31 Jul

Records Management	Online TWMS: 627356 OR 627357 OR NeL: DOR-RM-010-1.2 OR DOR-RM-010-1.1	31 Aug
Workplace Violence Prevention	Online TWMS: 658532 OR NeL: NM-08-WVPM-1.1	31 Aug

Online Courses. Courses can be accessed via Total Workforce Management Services (TWMS): <https://mytwms.dc3n.navy.mil/> or Navy e-Learning (NeL): <https://learning.nel.navy.mil/>

In-person Requirement: Virtual options will only be provided to out of area personnel attached to NLSC or as FHP measures dictate.

*CONTENT ADVISORY: NeL course CSF-LC-NASC-1.0 contains content/audio from the 2013 Navy Yard shooting that may cause a reaction for some persons. If concerned, please complete the requirement using the other NeL or TWMS courses.

FY24 TRAINING REQUIREMENTS FOR SUPERVISORS OF CIVILIAN EMPLOYEES

COURSE TITLE & NUMBER	DELIVERY METHOD	COMPLETION TIMELINE
Supervisory Training Topics*	Online (within 1 year of assuming a supervisory position, then every 3 years) Required Training & Notices ID 74876	30 Nov
Veterans Employment Training	Online (annually) TWMS 509667	31 Jan
Responding to Whistleblower Complaints	Online (annually) TWMS: 673220	29 Feb
Notification and Federal Employee Anti-Discrimination & Retaliation Act (No FEAR Act)	Online (within 90 days of assuming a supervisory position, then every other year) TWMS: 613957	30 Apr
USERRA	Online (annually) TWMS: 576348	31 May
DON Civilian Employee Assistance Program (CEAP) for Supervisors	Online: (within 1-year of assuming a Supervisory position, then every 3 years) TWMS: 689280	31 Jul
Workplace Violence Prevention	Online TWMS 658532 OR NeL NM-08-WVPM-1.1	31 Aug
Drug Free Workplace Program (DFWP)	Online: (within 1-year of assuming a Supervisory position, then every 3 years) TWMS: 605565	30 Sep

*Supervisory Training Topics include: Addressing Poor Performance; Coaching, Counseling, and Mentoring; DON Equal Employment Opportunity Training; DON Training and Development; Drug Free Workplace for Supervisors; Hiring Talent; Labor Relations; Merit System Principles Basics for Hiring Managers; Performance Management Phases; Recognition Incentives and Awards; Telework Training for DON Supervisors; and Workers Compensation.

Access courses via Total Workforce Management Services (TWMS): <https://mytwms.dc3n.navy.mil/>