



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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WASHINGTON NAVY YARD DC 20374-5066

Canc frp: 30 Sep 2025

JAGNOTE 1500
4 Dec 2024

JAG NOTICE 1500

Subj: FY25 MANDATORY TRAINING SCHEDULE

Ref: (a) OPNAVINST 1500.22H
(b) NAVADMIN 209/24
(c) SECNAVINST 12410.25B
(d) Office of Civilian Human Resources FY25 Mandatory Training Requirements
(e) SECNAV M5210.1 CH-1

Encl: (1) FY25 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 2025 (FY25) training requirements and schedule for the Judge Advocate General Corps enterprise, which includes the Office of the Judge Advocate General and its subordinate commands; Commander, Naval Legal Service Command (NLSC) headquarters (HQ); and the Office of the Special Trial Counsel HQ.

2. Background. Reference (a) issues general military training (GMT) policies for uniformed Navy personnel. Reference (b) promulgates specific FY25 Common Military Training (CMT) requirements for uniformed Navy personnel (previously known as General Military Training (GMT)). 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 (DON) 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 personnel are expected to complete their applicable requirements in accordance with enclosure (1). All personnel are expected to complete the applicable courses outlined in enclosures (2) through (4) by the end of FY25. Individuals who fall under OJAG Unit Identification Codes but who are Additional Duty (ADDU) or Embedded (EMBED) to non-OJAG commands are only required to complete the training courses promulgated by their host command. Marine Corps personnel are subject to their own Service and unit requirements. Contractors are subject to the requirements established by their employers.

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

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OSTC HQ personnel must report attendance at in-person training sessions to the Training Officer, LCDR Gregory Lines, to ensure their training jackets are updated to reflect course completion. Personnel outside of the National Capital Region (NCR) HQs shall report their training completion to their chain of command in accordance with locally issued guidance.

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

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By direction

Releaseability and Distribution:

This notice is cleared for public release and is available electronically via the Office of the Judge Advocate General web site, <http://www.jag.navy.mil>.

FY25 Training Calendar			
November	December	January	February
<u>Supervisors of Civilians</u> <ul style="list-style-type: none"> Supervisory and Managerial Training Topics (Waypoints: 00-DON-SUPV) 	<u>All Hands</u> <ul style="list-style-type: none"> FY25 Cyber Awareness Challenge <ul style="list-style-type: none"> Active Duty: TWMS: 716897 or NeL: DOD-CAC-2024.0 Civilians: Waypoints: 00-DON-Cyber Awareness Challenge 	<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 (Waypoints: 00-SUPV-Hiring Talent) 	<u>All Hands</u> <ul style="list-style-type: none"> Active Duty: Active Shooter TWMS: 687121 or NeL: DON-687121-2.0 or CSF-LC-NASC-1.0** Civilians: Waypoints: 00-DON-Active Shooter <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: Waypoints: 00-DON-Mandatory Annual Time and Attendance <u>Supervisors of Civilians</u> <ul style="list-style-type: none"> Responding to Whistleblower Complaints (Waypoints: TBD)
March	April	May	June
<u>All Hands</u> <ul style="list-style-type: none"> Active Duty: Derivative Classification Training (if accessing classified systems) TWMS: 663130 Civilians: Waypoints: 00-DON-Derivative Classification Training <u>All Uniformed Navy Personnel</u> Face-to-face training session Date: TBD Location: PNT <ul style="list-style-type: none"> Suicide Prevention SAPR Awareness 	<u>All Hands</u> <ul style="list-style-type: none"> Active Duty: Operations Security (OPSEC) TWMS: 717067 Active Duty: DoD Controlled Unclassified Information (CUI) TWMS: 686564) Civilians: Waypoints: 00-DON-OPSEC Civilians: Waypoints: 00-DON-DoD Mandatory CUI <u>Civilians</u> <ul style="list-style-type: none"> Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) 	<u>All Hands</u> <ul style="list-style-type: none"> Active Duty: NCIS Counterintelligence and Insider Threat Awareness and Reporting (CIAR) (NeL: DON-CIAR-2.0) Civilians: Waypoints: 00-DON-NCIS Counterintelligence <u>Military: Harassment Prevention and Equal Opportunity</u> <ul style="list-style-type: none"> Face to face training session Date: TBD Location WNY* Military Equal Opportunity 	<u>All Hands</u> <ul style="list-style-type: none"> Active Duty: Level One Antiterrorism Training (TWMS: 695977) Civilians: Waypoints: 00-DON-Anti-Terrorism Level 1 <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"> DON Equal Employment Opportunity Training (Waypoints: 00-SUPV-DON EEO) 	Waypoints: 00-DON-DON No Fear Act Training	<u>Civilians</u> <ul style="list-style-type: none"> DON Harassment Prevention Training (Waypoints: 00-DON-Harrassment Prevention Training) <u>Supervisors of Civilians</u> <ul style="list-style-type: none"> USERRA (Waypoints: 00-SUPV-USERRA) 	<u>Civilians</u> <ul style="list-style-type: none"> DON Civilian Sexual Assault Prevention and Response Training Waypoints: 00-DON-SAPR Training
July	August	September	Notes
<u>All Hands</u> <ul style="list-style-type: none"> Active Duty: Privacy & PII Awareness TWMS: 674477 or NeL: DON-PRIV-2.0 Civilians: Waypoints: 00-DON-PII <u>All Uniformed Navy Personnel</u> Face-to-face training session Date: TBD Location: PNT <ul style="list-style-type: none"> Suicide Prevention SAPR Awareness <u>Supervisors of Civilians</u> <ul style="list-style-type: none"> DON Civilian Employees Assistance Program (CEAP) for Supervisors Waypoints: 00-SUPV-CEAP 	<u>All Hands</u> <ul style="list-style-type: none"> Active Duty: Records Management (TWMS: 627356 or NeL: DOR-RM-010-1.2 or DOR-RM-010-1.1) Civilians: Waypoints: 00-DON-Records Management <u>Civilians</u> <ul style="list-style-type: none"> Workplace Violence Prevention Waypoints: 00-DON-Workplace Violence Prevention <u>Supervisors of Civilians</u> <ul style="list-style-type: none"> Workplace Violence Prevention Waypoints: 00-DON-Workplace Violence Prevention 	<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 Harassment Prevention and Equal Opportunity <u>Supervisors of Civilians</u> <ul style="list-style-type: none"> Drug Free Workplace for Supervisors Waypoints: 00-SUPV-Drug-Free Workplace for Supervisors 	* Location subject to change ** 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 and Waypoints. ***All Hands should save their online course completion certificates for annual verification requirements. **** Effective 15 Oct 24 – All civilian mandatory trainings must be completed in Waypoints - https://don.csod.com/

FY25 TRAINING REQUIREMENTS FOR UNIFORMED NAVY PERSONNEL

COURSE TITLE & NUMBER	DELIVERY METHOD	COMPLETION TIMELINE
DoD Cyber Awareness Challenge 2025	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
Harassment Prevention and Military Equal Opportunity	In Person	31 May†
Antiterrorism Level 1 Awareness Training	Online TWMS: 695977	30 June
Privacy & PII Awareness	Online TWMS: 674477 NeL: DON-PRIV-2.0	31 Jul
Records Management in the DoN: Everyone's Responsibility	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
Sexual Assault Prevention and Response (SAPR)	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.

†A make up session at WNY will be offered during the quarterly SAPR/Suicide Prevention session in September.

FY25 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 (Waypoints: 00-DON-Cyber Awareness Challenge)	31 Dec
Annual Time and Attendance, (T&A) Training	Online (Waypoints: 00-DON-Mandatory Annual Time and Attendance)	29 Feb
T&A Training and Review SOP for Reservists & Supervisors of Reservists	Online (Waypoints: 00-DON-Mandatory Annual Time and Attendance)	29 Feb
Active Shooter	Online (Waypoints: 00-DON-Active Shooter)	29 Feb
Derivative Classification Training (if accessing classified systems)	Online (Waypoints: 00-DON-Derivative Classification Training)	31 Mar
DON Equal Employment Opportunity (EEO) Training	Online: TWMS: 614600	31 Mar
Operations Security (OPSEC)	Online: (Waypoints: 00-DON-OPSEC)	30 Apr
DoD Controlled Unclassified Information (CUI)	Online (Waypoints: 00-DON-DoD Mandatory CUI)	30 Apr
Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)	Online: (Waypoints: 00-DON-DON No Fear Act Training)	30 Apr
NCIS Counterintelligence and Insider Threat Awareness and Reporting (CIAR)	Online (Waypoints: 00-DON-NCIS Counterintelligence)	31 May
DON Harassment Prevention Training	Online (Waypoints: 00-DON-Harrassment Prev Training)	31 May
DON Civilian Sexual Assault Prevention and Response Training	Online (Waypoints: 00-DON-SAPR Training)	30 Jun
Level One Antiterrorism Training	Online (Waypoints: 00-DON-Anti-Terrorism Level 1)	30 Jun
Privacy & PII Awareness	Online (Waypoints: 00-DON-PII)	31 Jul

Records Management	Online (Waypoints: 00-DON-Records Management)	31 Aug
Workplace Violence Prevention	Online (Waypoints: 00-DON-Workplace Violence Prevention)	31 Aug

Online Courses. Courses can be accessed via Waypoints Learning Management Tool: <https://don.csod.com/>

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

******Effective 15 Oct 24 – All civilian mandatory trainings must be completed in Waypoints - <https://don.csod.com/>**

FY25 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) (Waypoints: 00-SUPV)	30 Nov
Veterans Employment Training	Online (annually) (Waypoints: 00-SUPV-Hiring Talent)	31 Jan
Responding to Whistleblower Complaints	Online (annually) (Waypoints: 00-SUPV-Supervisors Responding to Whistleblower Complaints)	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) (Waypoints: 00-DON-DON No Fear Act Training)	30 Apr
USERRA	Online (annually) (Waypoints: 00-SUPV-USERRA)	31 May
DON Civilian Employee Assistance Program (CEAP) for Supervisors	Online: (within 1-year of assuming a Supervisory position, then every 3 years) (Waypoints: 00-SUPV-CEAP)	31 Jul
Workplace Violence Prevention	Online (Waypoints: 00-DON-Workplace Violence Prevention)	31 Aug
Drug Free Workplace Program (DFWP)	Online: (within 1-year of assuming a Supervisory position, then every 3 years) (Waypoints: 00-SUPV-Drug-Free Workplace Supervisors)	30 Sep

*Supervisory Training Topics include: Performance Goals Objectives and Appraisals; Merit System Principles; Mentoring and Motivating Employees; DON Equal Employment Opportunity Training; Handling Unacceptable Performance; Hiring Talent; Hostile Environment, Reprisals, and Harassment; Labor Relations and Employee Rights; Hiring Principles and Authorities; Workplace Incentives.

Access courses via Waypoints Learning Management Tool: <https://don.csod.com/>

******Effective 15 Oct 24 – All civilian mandatory trainings must be completed in Waypoints - <https://don.csod.com/>**