



DEPARTMENT OF THE NAVY
OFFICE OF THE JUDGE ADVOCATE GENERAL
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Canc frp: 30 Sep 2024

JAGNOTE 1500
AJAG 06/073

JAG NOTICE 1500

Subj: FY24 OJAG MANDATORY TRAINING SCHEDULE

Ref: (a) OPNAVINST 1500.22H
(b) NAVADMIN 236/23
(c) SECNAVINST 12410.25B
(d) Office of Civilian Human Resources FY24 Mandatory Training Requirements
(e) SECNAV M5210.1 CH-1

Encl: (1) OJAG 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 Office of the Judge Advocate General (OJAG) personnel.

2. Background. Reference (a) issues general military training (GMT) policies for uniformed Navy personnel. Reference (b) promulgates specific FY24 General Military Training (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 (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 OJAG personnel are expected to complete the applicable courses outlined in enclosures (1) 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 available for required training. Personnel must report attendance at in-person training sessions to the OJAG/NLSC HQ Training Team to ensure their training jackets are updated to reflect course completion.

5. Other Personnel. Individuals who fall under OJAG Unit Identification Codes but who are Additional Duty (ADDU) or Embedded (EMBED) to non-OJAG/NLSC 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.

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



Lia M. Reynolds
Assistant Judge Advocate General
Operations & Management
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>.

OJAG/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) to include DON Equal Employment Opportunity Training (TWMS: 614600) 	<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 <ul style="list-style-type: none"> Suicide Prevention SAPR Awareness <u>Civilians</u> <ul style="list-style-type: none"> DON Equal Employment Opportunity Training (TWMS: 614600) 	<u>All Hands</u> <ul style="list-style-type: none"> Operations Security (OPSEC) (TWMS: 717067) DoD Controlled Unclassified Information (CUI) (TWMS: 686564) <u>Civilians</u> <ul style="list-style-type: none"> Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) (TWMS: 613957) <u>Supervisors of Civilians</u> <ul style="list-style-type: none"> Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) (TWMS 613957) 	<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>Civilians</u> <ul style="list-style-type: none"> DON Prevention of Sexual Harassment (TWMS: 613963) <u>Supervisors of Civilians</u> <ul style="list-style-type: none"> USERRA (TWMS: 576348) 	<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>Civilians</u> <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
<u>All Hands</u> <ul style="list-style-type: none"> Privacy & PII Awareness (TWMS: 674477 or NeL: DON-PRIV-2.0) <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 (TWMS: 689280) 	<u>All Hands</u> <ul style="list-style-type: none"> Records Management (TWMS: 627356 or NeL: DOR-RM-010-1.2 or DOR-RM-010-1.1) <u>Civilians</u> <ul style="list-style-type: none"> Workplace Violence Prevention (TWMS: 658532 or NeL: NM-08-WVPM-1.1) <u>Supervisors of Civilians</u> <ul style="list-style-type: none"> Workplace Violence Prevention (TWMS: 658532 or NeL: NM-08-WVPM-1.1) 	<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"> Drug Free Workplace for Supervisors (TWMS: 605565) 	* 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 ***All Hands should save their online course completion certificates for annual verification requirements.

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 OJAG 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 personnel. 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
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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 OJAG 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/>