



DEPARTMENT OF THE NAVY
CHIEF OF NAVAL AIR TRAINING
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CORPUS CHRISTI TX 78419-5041

CANC FRP: Nov 15

CNATRANOTE 1500
N71A
6 Nov 15

CNATRA NOTICE 1500

Subj: 2016 GENERAL MILITARY TRAINING SCHEDULE

Ref: (a) NAVADMIN 213/15

Encl: (1) FY16 General Military Training (Face-to-Face)
(2) FY16 General Military Training (Face-to-Face)/Navy
Knowledge Online (NKO) Training

1. Purpose. To publish a standard schedule for Fiscal Year (FY) 2016 General Military Training (GMT). This schedule is applicable to all military personnel assigned to CNATRA staff and subordinate commands.

2. Guidance. Per reference (a), active duty Navy personnel are required to complete Standardized Core Training (SCT) face-to-face training provided at the command level, and Navy Command-Assigned Readiness-Enhancement (CARE) training through either face-to-face instructor led sessions provided at the command level, or via Navy Knowledge Online (NKO). SCT face-to-face GMT training topics with required due dates are contained in enclosure (1) to this notice. Enclosure (2) contains SCT and CARE training topics with required due dates, which may be completed through NKO in advance of the due date, or face-to-face training at the due date. Personnel assigned from other services are expected to complete mandatory service related training requirements and report completion to their supporting administrative unit. All activities shall comply with the training schedule as published; however, activity heads have discretion in adding additional training requirements as deemed appropriate. Training may be accomplished through a variety of sources such as face-to-face, safety stand-down, online training, etc. Refer questions on GMT training requirements to LCDR Marcus Dodd at (361) 361-3934 or daryl.dodd@navy.mil.

3. Responsibilities. Supervisors are responsible for ensuring military personnel complete all required training as scheduled. Supervisors will distribute the training schedule and allow adequate time for employees to complete the training during the workday. Personnel are expected to familiarize themselves with the Navy Knowledge Online (NKO) and Total Workforce Management System (TWMS) portals. NKO and TWMS automatically record completed training, so there is no requirement to forward completion certificates. In order for personnel to receive credit for face-to-face training, muster sheets for CNATRA Staff and Det personnel must be forwarded by email to Jo Ann Owens, CNATRA N12 at joann.owens@navy.mil, and to Training Air Wing Management Services Officers (MSOs) for Wing and squadron personnel.

4. Cancellation Contingency. This notice is cancelled upon issuance of an updated CNATRA Notice or one year from the effective date of this notice, whichever occurs first.

D. M. EDGECOMB
Chief of Staff

Distribution:
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FY16 General Military Training (Face-to-Face)

GMT TOPIC (SCT)	Due Date
Suicide Prevention	DEC 2015
Sexual Assault Prevention and Response (SAPR) Awareness	APR 2016
Equal Opportunity/Sexual Harassment/Grievance Procedures (EO/SH)	APR 2016

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**FY16 General Military Training (face-to-face)/
Navy Knowledge Online (NKO) Training**

GMT TOPIC (CARE)	Date Due
Alcohol, Drugs, and Tobacco Awareness	JAN 2016
Stress Management	FEB 2016

GMT TOPIC (SCT)	Date Due
Antiterrorism Level I Awareness	NOV 2015
Cyber Security Awareness	NOV 2015
Records Management	MAR 2016
Privacy and Personally Identifiable Information	MAY 2016
Operations Security	JUN 2016
Combating Trafficking in Persons (CTIP) General Awareness	JUL 2016
Counterintelligence Awareness and Reporting	JUL 2016