

Equal Employment Opportunity Mandatory Training Requirements for Civilians and their Supervisors

Navy training modules on Total Workforce Management Services (TWMS) for all DON employees to meet the EEO training requirements. The previous combined EEO course has been removed and replaced by three separate courses as follows:

*Requirements for All Civilians and military personnel

Course ID/ Course Title	Frequency	Legal Citation
TWMS-613963 DON POSH_Anti-Harassment Training Topic: Prevent of Sexual Harassment (POSH)	Within 90 days of onboarding and annually as prescribed by Command.	SECNAV 5300. 26, 3 Jan 2006 DoDI 1400. 25, Vol. 410, 25 Sep 2013
TWMS-613957 DON No FEAR Training Topic: Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act)	Within 90 days of onboarding and then by December of every other year.	5 CFR 724. 203 Public Law 107-174, § 202, 13 May 2002 DoDI 1400.25, Vol. 410, 25 Sep 2013

*Requirements for All Civilians and their Supervisors (to include Military Supervisors of Civilians)

Course ID/ Course Title	Frequency	Legal Citation
TWMS-614600 DON EEO Training Topic: Equal Employment Opportunity	Initial training within 1 year of initial appointment to a supervisory position, then refresher at least every 3 years. Approximate run-time: 53 min	NDAA 2010 Sec 1113. Executive Order 13548 29 CFR 1614.102.

Department of Navy (DON) Mandatory Training Requirements for Civilians and their Supervisors

Mandatory training is defined by SECNAV Instruction 12410.25A as training mandated by executive order, Federal statute, regulation or at the direction of the Secretary of the Navy (SECNAV) and must be recorded in the Defense Civilian Personnel Data System (DCPDS). Below you will find mandatory training for all civilians and supervisors of civilians (found in two separate sections). For these lists, "civilians" include appropriated fund, non-appropriated fund, and foreign national civilian employees, to the extent permitted by law and applicable regulations.

These lists do not include "required training" or mandatory training required for specific job series, occupations, etc. Required training is training that Commands assign to personnel, but is not mandated by higher level policy. Training completed directly in the Total Workforce Management Services (TWMS) or Navy e-Learning (NeL) [formerly referred to as Navy Knowledge Online] is automatically documented in DCPDS. It is important to know that some training in TWMS is linked to external sites that do not automatically document training completions. Guidance for documenting training completions is available in the Job Aids section on this page. [Mandatory Training Quick reference](#)

Mandatory Training can be accessed here:

[Total Workforce Management Services \(TWMS\)](#)

[Navy e-Learning \(NeL\) \[formerly referred to as NKO\]](#)

Details for each requirement can be found on the "Office of Civilian Human Resources (OCHR)" Portal:

<https://portal.secnnav.navy.mil/orgs/MRA/DONHR/Training/Pages/Mandatory-Training.aspx>

As of Feb 2018
