DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
7700 ARLINGTON BOULEVARD
FALLS CHURCH, VA 22042

Canc: Oct 2016
IN REPLY REFER TO
BUMEDNOTE 12410
BUMED-M09B11
6 Oct 15

BUMED NOTICE 12410

From: Chief, Bureau of Medicine and Surgery
To: All Internal BUMED Codes

Subj: FISCAL YEAR 2016 ANNUAL TRAINING PLAN

Ref: (a) 5 CFR 2638.701
(b) OPNAVINST 1500.22G
(c) OPNAVINST 1720.4A

Encl: (1) Fiscal Year 2016 Annual Training Plan Requirements

1. Purpose. To implement references (a) through (c) by providing a list of required annual training for all Bureau of Medicine and Surgery Headquarters personnel.

2. Cancellation. BUMEDNOTE 12410 of 11 Jun 2015.

3. Policy. Enclosure (1) is the Fiscal Year 2016 Annual Training Plan Requirement; it has been mandated by a variety of statutes, regulations, Department of Defense, and Department of Navy leadership. They support the mission by developing your awareness in mitigating threats, protecting your identity, protecting Navy Medicine equipment and assets in your care, and by providing training in professional and ethical standards of conduct. Therefore, it is incumbent on each of us to take responsibility and actively engage in training that increases our awareness of risks and provides standards for ethical and safe conduct.

4. Action. Training is everyone's responsibility. To mitigate risk and ensure statutory requirements are met, supervisors shall ensure all personnel under their supervision meet all annual training objectives in enclosure (1) by the required completion date and are provided time to do so. All contracting officer representatives will ensure contractors underneath their purview are compliant. Training will be reported monthly. All training without due dates must be completed prior to 1 September 2016. General Military Training and stand down notifications will be announced via the Plan of the Week. Every effort will be made to complete fiscal year training requirements regardless of report date.

5. The point of contact for all training information is Ms. Danita Moore, Command Training Officer, (703) 681-9023 or e-mail: Danita.Moore@med.navy.mil.

A. M. DIGGS
Chief of Staff

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http://www.med.navy.mil/directives/Pages/default

FY 2016 ANNUAL TRAINING PLAN REQUIREMENTS

MONTHLY TOPIC	TYPE OF TRAINING	COMPLETE BY (MONTH/YEAR)	MIL	CIV	CONT	COMMENTS/REQUIREMENTS
OCTOBER						
Command Orientation		28 Oct 15	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	29-Oct-15	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
SAPR; EO, Sexual Harassment and Grievance Procedures	GMT	07-Oct-15	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Suicide Prevention Awareness/Stress Management; Domestic Violence Prevention and Reporting	GMT	23-Oct-15	X	X	X	Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140) **(See NOTE Below): Suicide Prevention Awareness (GMT) is for ALL staff members
NOVEMBER						
Command Orientation		TBD	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	TBD	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Suicide Prevention Awareness/Stress Management; Alcohol, Drugs and Tobacco Awareness	GMT	10-Nov-15	X	X	X	Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140) **(See NOTE Below): Suicide Prevention Awareness (GMT) is for ALL staff members
EO, Sexual Harassment and Grievance Procedures; SAPR	GMT	20-Nov-15	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Operations Security (Uncle Sams OPSEC) (NIOC-USOPSEC-2.0)	GMT/SECURITY	30-Nov-15	X	X	X	www.swankhealth.com (POC Danita Moore (703) 681-9023)
Constitution and Citizenship Day		30-Nov-15	X	X	X	www.swankhealth.com (POC Danita Moore (703) 681-9023)
Basic Life Support **(8 HOUR SESSION)**	BLS	5-Nov-15	X	X		Instructor Lead Location TBA. Offered for those professionals who require BLS to maintain credentials.
DECEMBER						
Command Orientation		TBD	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	TBD	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Sexual Health and Responsibility; Physical Readiness	GMT	02-Dec-15	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Domestic Violence; Personal Financial Management	GMT	18-Dec-15	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)

FY 2016 ANNUAL TRAINING PLAN REQUIREMENTS

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No Fear Act: Notification and Federal Employee Anti-Discrimination and Retaliation Act of 2002 (OCHR-NFA-2.1) **(every 2 yrs)**		29-Dec-15	X	X		www.swankhealth.com (POC Danita Moore (703) 681-9023)
Training and Readiness - The Active Shooter (CNIC-TRTAS-1.1)	TRTAS	29-Dec-15	X	X	X	www.swankhealth.com (POC Danita Moore (703) 681-9023)
Public - Communicating Across Differences (130)	DIVERSITY	29-Dec-15	X	X	X	www.swankhealth.com (POC LCDR Dwight Hampton (703) 681-9430)
Basic Life Support **(4 HOUR REFRESHER)**	BLS	03-Dec-15	X	X		Instructor Lead Location TBA. Offered for those professionals who require BLS to maintain credentials. (POC Danita Moore (703) 681-9023)
JANUARY						
Command Orientation		27 Jan 16	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	28-Jan-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
EO, Sexual Harassment and Grievance Procedures; SAPR	GMT	06-Jan-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Sexual Health and Responsibilities; Alcohol, Drugs and Tobacco Awareness	GMT	15-Jan-16	x			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Prevention of Unauthorized Commitment (NM-UAC-12-1.0) **(every 2 yrs)**	UAC	27-Jan-16	X	X		www.swankhealth.com (POC Danita Moore (703) 681-9023)
DOD Cyber Awareness Challenge (Version TBA)	IAA	27-Jan-16	X	X	X	www.swankhealth.com (POC Danita Moore (703) 681-9023)
Voting Awareness		27-Jan-16	X			www.swankhealth.com (POC LCDR Monica Gonzalez (703) 681-5200)
Project Management Program (PMP)		TBD	X	X		(POC Danita Moore (703) 681-9023)
Basic Life Support	BLS	TBD	X	X		Instructor Lead Location TBA. Offered for those professionals who require BLS to maintain credentials. (POC Danita Moore (703) 681-9023)
FEBRUARY						
Command Orientation		24-Feb-16	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	25-Feb-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Domestic Violence; Hazing Policy and Prevention	GMT	10-Feb-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)

FY 2016 ANNUAL TRAINING PLAN REQUIREMENTS

MONTHLY TOPIC	TYPE OF TRAINING	COMPLETE BY (MONTH/YEAR)	MIL	CIV	CONT	COMMENTS/REQUIREMENTS
Chart the Course **(New training will be rolled out in January)**	GMT	19-Feb-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Privacy and Personally Identifiable Information (PII) Awareness Training (DOD-PII-2.0)	PII	29-Feb-16	X	X	X	www.swankhealth.com (POC Danita Moore (703) 681-9023)
Emergency Preparedness for Federal Employees in the National Capital Region (IS-450.NC)	FEMA	29-Feb-16				www.swankhealth.com (POC Lee Sauceda (703) 681-3917) **(STAFF TO BE DETERMINED)**
Continuity of Operations Awareness Course (IS-546.A)	FEMA	29-Feb-16	X	X		www.swankhealth.com (POC Lee Sauceda (703) 681-3917)
HIPAA Privacy Act Training	HIPAA	29-Feb-16	X	X	X	http://jko.jten.mil/mhs (POC Danita Moore (703) 681-9023)
Basic Life Support	BLS	TBD	X	X		Instructor Lead Location TBA. Offered for those professionals who require BLS to maintain credentials. (POC Danita Moore (703) 681-9023)
MARCH						
Command Orientation		23-Mar-16	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	24-Mar-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Sexual Health and Responsibilities; Domestic Violence	GMT	09-Mar-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Chart the Course	GMT	18-Mar-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Insider Threat Awareness	SECURITY	31-Mar-16	X	X	X	http://cdsetrain.dtic.mil/itawareness/ (POC Scott Slick (703) 681-9324)
Combating Traffickig in Persons (TIP) Awareness Training (DOD-CTIP-1.0)	CTIP	31-Mar-16	X	X		www.swankhealth.com (POC Danita Moore (703) 681-9023)
Interim Performance Management System (IPMS) Mid-year	IPMS	31-Mar-16	X	X		Instructor Lead Location TBA (POC Stephen Peyton (703) 681-9437)
Hostile Work Environment (EEO)	EEO	TBD	X	X		Instructor Lead TBA Via The POW (POC Dr. Maurice White (703) 681-9031)
Project Management Program (PMP)		TBD	X	X		(POC Danita Moore (703) 681-9023)

FY 2016 ANNUAL TRAINING PLAN REQUIREMENTS

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Basic Life Support	BLS	TBD	X	X		Instructor Lead Location TBA. Offered for those professionals who require BLS to maintain credentials.
APRIL						
Command Orientation		27-Apr-16	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	28-Apr-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
SAPR; EO, Sexual Harassment and Grievance Procedures	GMT	06-Apr-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Suicide Prevention Awareness/Stress Management; Personal Financial Management	GMT	15-Apr-16	X	X	X	Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140) **(See NOTE Below): Suicide Prevention Awareness (GMT) is for ALL staff members
Antiterrorism Level I Awareness Training (CENSECFOR-AT-010-1.0)	AT	29-Apr-16	X	X	X	www.swankhealth.com (POC Danita Moore (703) 681-9023)
Basic Life Support	BLS	TBD	X	X		Instructor Lead Location TBA. Offered for those professionals who require BLS to maintain credentials. (POC Danita Moore (703) 681-9023)
MAY						
Command Orientation		25-May-16	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	26-May-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Chart the Course	GMT	11-May-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Suicide Prevention Awreness/Stress Management; ADTA; SAPR; EO, Sexual Harassment and Grievance Procedures	GMT	20-May-16	X	X	X	Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140) **(See NOTE Below): Suicide Prevention Awareness (GMT) is for ALL staff members
Anti-Fraud Program Training		31-May-16	X	X	X	www.swankhealth.com (POC Danita Moore (703) 681-9023)
Records Management in the DON: Everyone's Responsibility (DOR-RM-010-1.1)	RM	31-May-16	X	X		www.swankhealth.com (POC Danita Moore (703) 681-9023)
Project Management Program (PMP)		TBD				(POC Danita Moore (703) 681-9023)

FY 2016 ANNUAL TRAINING PLAN REQUIREMENTS

MONTHLY TOPIC	TYPE OF TRAINING	COMPLETE BY (MONTH/YEAR)	MIL	CIV	CONT	COMMENTS/REQUIREMENTS
Basic Life Support	BLS	TBD	X	X		Instructor Lead Location TBA. Offered for those professionals who require BLS to maintain credentials. (POC Danita Moore (703) 681-9023)
JUNE						
Command Orientation		22-Jun-16	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	23-Jun-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Sexual Health and Responsibilities; Physical Readiness	GMT	08-Jun-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Domestic Violence; Personal Financial Management	GMT	17-Jun-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Hostile Work Environment (EEO)	EEO	TBD	X	X		Instructor Lead TBA Via The POW (POC Dr. Maurice White (703) 681-9031)
TITLE OF TRAINING TBD	SAFETY	29-Jun-16	X	X		LOCATION TBA (POC Richard Williams (703) 681-9029)
BUMED Drug Free Workplace** **(NEW REQUIREMENT)**	**	29-Jun-16	X	X		https://twms.navy.mil/login.asp (POC LCDR Tiffany Caliste (703) 681-5529) **(See Note Below)**
Counter Intelligence Training (CIT)	CIT	30-Jun-16	X	X		Instructor Lead TBA Via The POW (POC Laverne George (703) 681-9107)
Basic Life Support	BLS	TBD	X	X		Instructor Lead Location TBA. Offered for those professionals who require BLS to maintain credentials. (POC Danita Moore (703) 681-9023)
JULY						
Command Orientation		7-Jul-16	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	8-Jul-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
SAPR; EO, Sexual Harassment and Grievance Procedures; Suicide Prevention Awareness/Stress Management; ADTA	GMT	6-Jul-16	X	X	X	Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140) ****(See NOTE Below): Suicide Prevention Awareness (GMT) is for ALL staff members**
Chart the Course	GMT	15-Jul-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Security Refresher	SECURITY	29-Jul-16	X	X		https://es.med.navy.mil/bumed/m09/M09B/Security/SitePages/SecurityRefresher.aspx (POC Laverne George (703) 681-9107)

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Project Management Program (PMP)		TBD	X	X		(POC Danita Moore (703) 681-9023)
Basic Life Support	BLS	TBD	X	X		Instructor Lead Location TBA. Offered for those professionals who require BLS to maintain credentials. (POC Danita Moore (703) 681-9023)
AUGUST						
Command Orientation		24-Aug-16	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	25-Aug-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Domestic Violence; Hazing Policy and Prevention; Sexual Health and Responsibilities; Physical Readiness	GMT	10-Aug-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Chart the Course	GMT	19-Aug-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
Hostile Work Environment (EEO)	EEO	TBD	X	X		Instructor Lead TBA Via The POW (POC Dr. Maurice White (703) 681-9031)
Basic Life Support	BLS	TBD	X	X		Instructor Lead Location TBA. Offered for those professionals who require BLS to maintain credentials.
SEPTEMBER						
Command Orientation		28-Sep-16	X	X	X	Instructor Lead Location TBA (POC YN1 Marlon Villatoro (703) 681-9022)
Navy Pride and Professionalism	NPP	29-Sep-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)
DON Sexual Assault Prevention and Response	SAPR-C	16-Sep-16		X		https://twms.navy.mil/login.asp (POC HMC Andrew Chubb (703) 681-9277)
Interim Performance Management System (IPMS) Annual Assessment	IPMS	07-Sep-16	X	X		Instructor Lead Location TBA (POC Stephen Peyton (703) 681-9437)
SAPR; EO, Sexual Harassment and Grievance Procedures; Suicide Prevention Awareness/Stress Management	GMT	16-Sep-16	X	X	X	Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140) **(See NOTE Below): Suicide Prevention Awareness (GMT) is for ALL staff members**
Chart the Course	GMT	23-Sep-16	X			Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140)

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SAPR; EO, Sexual Harassment and Grievance Procedures; Suicide Prevention Awareness/Stress Management	GMT	28-Sep-16	X	X	X	Instructor Lead Location TBA (POC HMCS Chad McFall (703) 681-9140) **(See NOTE Below): Suicide Prevention Awareness (GMT) is for ALL staff members
Project Management Program (PMP)		TBD	X	X		(POC Danita Moore (703) 681-9023)
Basic Life Support	BLS	TBD	X	X		Instructor Lead Location TBA
Supervisor Training		TBD	X	X		Instructor Lead Location TBA (POC LCDR Tiffany Caliste (703) 681-5529)
Performance Management		TBD	X	X		Instructor Lead Location TBA (POC Stephen Peyton (703) 681-9437)
INITIAL CHECK IN						
Initial Ethics Orientation (IEO) (New Employees to Federal Government) ***	OGE Ethics	within 30 days of check-in	X	X		Contact Ethics Counselor (M00J) upon check-in at (703) 681-8966
Secretariat Orientation (Once in your career)		within 60 days of check-in	X	X	X	Contact Secretariat Office (Mr. Brian Young (703) 681-8989)
Command Sponsorship		within 30 days of check-in	X			**http://apps.militaryonesource.mil/esat (POC YN1 Stacey Florio (703) 681-5498)**

NOTES: Completion/Scheduled dates are subject to change.

* Mandatory for all Military and civilian supervisors

**BUMED Drug Free Workplace - All Civilians and Military that supervise Civilians

*** The courses highlighted are required once during your career; new requirements may supersede this requirement.

*** Training completed during initial CheckIn.

****Suicide Prevention Awareness is the only GMT required by ALL staff; Military, Civilians and Contractors