



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
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FALLS CHURCH VA 22042

Canc: Dec 2022  
IN REPLY REFER TO  
BUMEDNOTE 1500  
BUMED-M7  
16 Dec 2021

BUMED NOTICE 1500

From: Chief, Bureau of Medicine and Surgery

Subj: FISCAL YEAR 2022 ENTERPRISE-WIDE COURSE ASSIGNMENTS

Ref: (a) CNO WASHINGTON DC 261758Z Aug 21 (NAVADMIN 188/21)  
(b) DHA-AI 1025.01  
(c) BUMEDINST 1500.29D  
(d) OPNAVINST 1500.22H  
(e) 5 CFR §2638.301  
(f) SECNAVINST 12410.25B

Encl: (1) Fiscal Year 2022 Enterprise-Wide Course Assignments  
(2) Defense Health Agency Fiscal Year 2022 Annual Training List

1. Purpose. To implement references (a) through (f) by providing enterprise-wide general military training (GMT) completion guidance for personnel assigned to Navy Medicine (NAVMED) commands (active duty, reservist, civilian, and contract staff). Reference (a) provides guidance for executing fiscal year (FY) 2022 GMT and civilian mandatory training. Reference (b) provides guidance for executing calendar year (CY) 2022 military medical treatment facilities annual regulatory and triennial (ART) training requirements for military assigned temporary or permanent duties under the authority, direction, and control of the Defense Health Agency (DHA).

2. Scope and Applicability. This notice applies to budget submitting office 18 activities.

3. Policy

a. All NAVMED commands must develop a command training plan per reference (c) to fulfill required general military and civilian training requirements. Naval Medical Forces Support Command will assist Navy Medicine Readiness and Training Commands with generating command training plans to accomplish all FY 2022 GMT requirements. Final completion of all training should conclude no later than 30 September 2022. Commanding officers and commanders will maximize facilitator-led training for mandatory and optional topics based on operational tempo, command needs, or mandated computer-based training.

b. Enclosure (1) is the FY 2022 enterprise-wide course assignment list. This list is not all-inclusive, but represents standardized select trainings that denote mandatory and additional topics of concern for NAVMED personnel. Enclosure (2) is the DHA FY 2022 Annual Training List.

c. Commanding officers and commanders at NAVMED activities may specify additional training topics based on local training needs, and will ensure all courses are assigned and tracked per command policy.

d. NAVMED personnel assigned to medical treatment facilities (MTF), who see, treat, care for, or manage patients at an MTF, or whose duties include residence within an MTF are required to complete annual mandatory training requirements listed in enclosure (2) and ART training per reference (b) using the MTF Relias Learning Management System (LMS). In addition to the DHA requirements, NAVMED personnel need to complete training requirements listed in enclosure (1) of this notice that are not listed in the DHA annual training requirements.

e. NAVMED personnel not assigned to a DHA MTF are only required to complete annual training requirements listed in this notice.

4. Action. Command training departments will create a local annual training plan and comply with documentation reporting per reference (c) and enclosure (1). Navy Medicine Readiness and Training Commands will support MTF commanders ensuring NAVMED personnel complete ART training assigned per reference (b), as required. The responsibility to execute training delivery and ensure completion remains at the local command training department and training officer levels to serve as a resource for program managers (e.g., safety, security, quality management) in coordinating training delivery and tracking compliance with direct oversight by regional training offices. Any modification(s) to enclosure (1) training requirements will be sent by Naval Medical Forces Support Command to the regional training offices and local command training departments and training officers via the Naval Medical Forces Support Command Training and Education Operations Portal at <https://www.milsuite.mil/book/groups/navy-medicine-seat-staff-education-and-training>.

#### 5. Records Management

a. Records created as a result of this notice, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy (DON) Directorate for Administration, Logistics, and Operations, Directives and Records Management Division portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

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b. For questions concerning the management of records related to this notice or the records disposition schedules, please contact the local records manager or the DON Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.



G. D. SHAFFER  
Acting

Releasability and distribution:

This notice is cleared for public release and is available electronically only via the Navy Medicine Web site, <https://www.med.navy.mil/Directives>

FISCAL YEAR 2022 ENTERPRISE-WIDE COURSE ASSIGNMENTS

Delivery Method Legend:

1 – Face to face required

2 – Computer-based training

3 – Military (MIL); General Schedule (CIV); Government Contractor (CTR)

Course Name	Delivery Method	Compliance Reporting Database	Mandatory Training (X)			Frequency
			MIL	CIV	CTR	
Center for Personal and Professional Development (CPPD) General Military Training (GMT)  Sexual Assault Prevention and Response Awareness (SAPRA) face-to-face (FTF) (Course Number DTD CPPD-GMT-SAPRA- 1.0)  Joint Staff Sexual Assault Prevention and Response Training Joint Knowledge Online (JKO) (Course Number JS-USO21)	(1)or(2)	Fleet Management and Planning System (FLTMPS)	X	X		Annually
Department of Defense (DOD) Cyber Awareness Challenge 2022 JKO (Course Number US1364-22)	(2)	FLTMPS	X	X	X	Annually
Records Management in the DON: Everyone's Responsibility Total Workforce Management System (TWMS) (Course Number 627356; Course ID DOR-RM-010-1.2)  Annual Office of the Secretary of Defense (OSD) Records and Information Management Training JKO (Course Number J3O P-US1369)	(2)	FLTMPS	X	X		Annually
Operational Security Course Identification (ID): USOPSEC/IDM 4.0 TWMS (Course Number 686053)  Joint Staff Operations Security (OPSEC) JKO (Course Number JS -US009 (1 hour))	(2)	FLTMPS	X	X	X	Annually
Combating Trafficking in Persons General Awareness JKO (Course Number: J3T-A-US1328-A) Navy eLearning (NeL) (Course Number: DoD-Combating Trafficking in Persons (CTIP)-5.0)	(2)	FLTMPS	X	X		Every 3 years
Naval Criminal Investigative Service Counterintelligence and Insider Threat Awareness and Reporting Training NeL (Course Number DON-CIAR-1.0)	(2)	FLTMPS	X	X	X	Annually
Center for Security Forces (CENSECFOR) Antiterrorism (AT) Level I Awareness NeL (Course Number CENSECFOR-AT-010-2.0) JKO (Course Number JS-US007)	(2)	FLTMPS	X	X	X	Annually

Defense Health Agency (DHA) Health Information Portability and Accountability Act of 1996 and Privacy Act Training JKO (Course Number: DHA-US001)	(2)	FLTMPS	X	X	X	Annually
DON Annual Privacy Training NeL (Course Number: DON-PRIV-2.0) TWMS (674477-DON-PRIV-2.0)	(2)	FLTMPS	X	X	X	Annually
Active Shooter NeL (Course Number DON 687121-1.0) TWMS (Course Number 650089)	(2)	FLTMPS	X	X	X	Annually
Center for Personal and Professional Development (CPPD) *Suicide Prevention (SAP) FTF (Course Number CPPD-GMT-SAP-1.0)	(1)	FLTMPS	X			Annually
Navy Medicine Prevention of Unauthorized Commitments JKO (Course Number DHA-US467) TWMS (Course Number 673585)	(2)	FLTMPS	X	X		Annually
Navy Suicide Prevention Training for Providers. <a href="https://www.dhaj7-cepo.com/content/navy-suicide-prevention-training-providers">https://www.dhaj7-cepo.com/content/navy-suicide-prevention-training-providers</a> Note: The training is required for Navy healthcare providers who may be called upon to screen, evaluate, treat, report, or track personnel presenting with suicidal ideation or behavior in the Military Health System, and applies to all ships and stations with Navy Medical Department personnel (active duty, civilians, and contract staff), including both expeditionary and forward deployed personnel.	(2)	FLTMPS	X	X	X	Annually
DON Equal Employment Opportunity (EEO) Training: EEO TWMS (Course Number 614600)  Note: Required initial training within 1 year of initial appointment to a supervisory position, then refresher at least every 3 years.	(2)	FLTMPS	X	X		Annually
DON No Fear Training: Notification and Federal Employee Antidiscrimination and Retaliation TWMS (Course Number 613957)  Note: Required within 90 days of onboarding and annually as prescribed by command.	(2)	FLTMPS	X	X		Annually
DON Prevention of Sexual Harassment Anti-Harassment Training TWMS (Course Number 613963)  Note: Required within 90 days of onboarding and annually as prescribed by command. Required for all MIL and CIV personnel.	(2)	FLTMPS	X	X		Annually

Off-duty Employment JKO (Course Number DHA – US466) TWMS (Course Number 672572)  Note: Healthcare providers – MIL, CIV, CTR; others as determined by command leadership.	(2)	FLTMPS	X	X		Annually
Diversity, Equity, and Inclusion (DEI) Training. Communicating Across Differences and Cultural Awareness.  Note: Training not yet available. Training will be located in TWMS. Verify with regional training managers when training becomes available.	(2)	FLTMPS	X	X	X	Annually by end of Recommend 1st Quarter
DEI Training. Implicit Bias.  Note: Training not yet available. Training will be located in TWMS. Verify with Regional Training Manager when training becomes available.	(2)	FLTMPS	X	X	X	Annually by end of Recommend 2nd Quarter
DEI Training. Gender Identity.  Note: Training not yet available. Training will be located in TWMS.  **Note:*3rd and 4th quarter ppt trainings are currently under development and will be provided/released upon completion.	(2)	FLTMPS	X	X	X	Annually by end of Recommend 3 <sup>rd</sup> Quarter
DEI Training. Allyship.  Note: Training not yet available. Training will be located in TWMS.  Note: 3 <sup>rd</sup> and 4 <sup>th</sup> quarter power point trainings are currently under development and will be provided and released upon completion.	(2)	FLTMPS	X	X	X	Annually by end of Recommend 4 <sup>th</sup> Quarter

Note:

1. The recommended method of delivery for SAPR and Suicide Prevention annual training is via FTF, small group facilitated discussions. While this remains the most effective lesson delivery method, reference (a) authorizes commanding officers to adapt or modify FY-22 SAPR and Suicide Prevention GMT delivery methods consistent with coronavirus mitigation procedures and operational commitments to meet these training requirements. If in-person, FTF delivery is not feasible, the preferred alternative is facilitated small group training via teleconference such as DoD365 Microsoft Teams. SAPR and Suicide Prevention training are

not authorized for delivery via non-DoD approved collaborative technology. Facilitated, small group training using approved video conferencing technology is considered FTF. Senior commanders have the authority to issue guidance that is more restrictive to their subordinate commands.

2. The GMT Web page can be found on the MyNavy portal at <https://www.mnp.navy.mil/group/general-skills-training/gmt/>. Detailed requirements for each topic are listed on the GMT Web page and should be reviewed thoroughly by commands prior to assigning training. The Web site provides topic-specific information such as:

- a. Instructor and documentation requirements.
- b. Training in combined military-civilian sessions.
- c. Links to instructor guides and other training products.

3. All commanders should be reminded that they are expected to continue conducting Chief of Naval Operations and the Surgeon General of the Navy critical and enduring conversations with their staff. A copy of the Chief of Naval Operations' Culture of Excellence Necessary Conversations Guide is available on the MyNavyPortal site at .  
<https://media.defense.gov/2020/Sep/14/2002497020/-1/-1/0/NAVY%20NECESSARY%20CONVERSATIONS%20GUIDE.PDF/NAVY%20NECESSARY%20CONVERSATIONS%20GUIDE.PDF>.

4. Course information is subject to change; education and training departments should verify course information when developing training plans and contact regional staff education and training with any questions. If any of the listed LMSs are unavailable, use the alternate LMS listed on the course chart to complete required training.

- a. NeL: <https://learning.nel.navy.mil/>
- b. JKO: <https://jkodirect.jten.mil/>
- c. TWMS: <https://mytwms.dc3n.navy.mil>
- d. Relias: <https://login.reliaslearning.com/login>

e. FLTMPS is the Navy's LMS for recording completion and tracking compliance for all GMT topics. All training listed may be assigned via Relias Health, NAVMED's LMS, but training completion must be documented in FLTMPS for compliance reporting.

DEFENSE HEALTH AGENCY FISCAL YEAR 2022 ANNUAL TRAINING LIST

TRAINING TOPIC	DELIVERY METHOD	FREQUENCY	TARGET AUDIENCE	Office of Primary Responsibility (OPR) and Offices of Collateral Responsibility (OCR)
Action Officer Training	Classroom: <a href="https://ltd.adobeconnect.com/admin/show-event-catalog">https://ltd.adobeconnect.com/admin/show-event-catalog</a>	Annually	All business support personnel using TMT.	Correspondence Control Division
Annual OSD Records and Information Management	JKO: J3OP-US1369	Annually	All DHA civilians, military personnel, and contractor support staff within 30 days of entry on duty.	DHA Records Management Office
Level I Antiterrorism Awareness Training	JKO: JS-US007	Annually	All DHA civilian and military personnel. Initial FTF.	Security Branch
Briefing for OSD Senior Leadership RM Training	JKO: DHA-US1371	Annually	Senior leadership.	DHA Records Management Office
DoD Mandatory Controlled Unclassified Information	JKO: JS-US082	Annually	All DHA components including military personnel, civilians, and contractors.	Security Branch
Counter-intelligence	JKO: DHA-US434	Annually	All DHA civilian and military personnel.	Security Branch
Cyber Awareness Challenge 2021	JKO: DoD-US1364-21	Annually	All DHA civilians, military personnel, and contractor support staff.	DHA Network Operations
DHA Employee Safety Course	JKO: DHA-US323	Annually	All DHA civilians, military personnel, and contractor support staff.	DHA Safety Office



HIPAA and Privacy Act Training	JKO: DHA-US001	Annually	All DHA civilians, military personnel, and contractor support staff within 30 days of entry on duty.	DHA Privacy Office
Joint Staff Insider Threat Awareness	JKO: JS-US072	Annually	All DHA civilians, military personnel, and contractors within 30 days of entry on duty.	Security Branch
Anti-Harassment Workplace Training	JKO: DHA-US481	Annually	All DHA civilian personnel.	DHA Anti-Harassment Program Office
Joint Staff Operations Security	JKO: JS-US009	Annually	All DHA civilians and military personnel within 90 days entry on duty.	Security Branch
Joint Staff Sexual Assault Prevention and Response Training	JKO: JS-US021	Annually	Civilian managers and supervisors, all military personnel.	DHA Equal Employment Office (EEO)
DHA Reasonable Accommodations for the Federal Workplace	JKO: DHA-US482	Annually	Managers and supervisors only.	DHA EEO
Uniformed Services Employment and Reemployment Rights Act	JKO: DHA-US483	Annually	Supervisors of members of the Armed Forces Reserve or National Guard.	Human Resources Division
DoD Annual Security Awareness	JKO: DHA-US438	Annually	All DHA civilian and military personnel.	Security Branch
Constitution Day Awareness	JKO: DHA-US1159	Annually by September 17th	All DHA civilian and military personnel.	DHA Civil Liberties Office
Ethics Training	Varied methods, contact Office of General Counsel (OGC)	Determined by DoD General Counsel	All DHA civilian personnel within 90 days of entry on duty. Military will follow Services guidance.	OGC

Joint Staff No Fear Act Training Course	JKO: JS-US012	Every 2 years	All DHA civilian and military personnel.	DHA EEO
DHA Diversity Training	JKO: JMESI-US053	Annually	All DHA civilians, military personnel, and contractor support staff.	DHA Anti-Harassment Program Office
Combat Trafficking in Persons Training	JKO: J3TA-US1328 A, B, or C	Every 3 years	All DHA civilian and military personnel, within 90 days of entry on duty.	DHA
Supervisory Training	Register: <a href="https://www.atrrs.army.mil/chrtas">https://www.atrrs.army.mil/chrtas</a>	Every 3 years	Rating officials and reviewing officials.	Workforce Development Branch
Newcomer's Brief	Classroom: <a href="https://ldd.adobeconnect.com/admin/show-event-catalog">https://ldd.adobeconnect.com/admin/show-event-catalog</a>	Once	All DHA civilian and military personnel.	Workforce Development Branch
Defense Performance Management and Appraisal Program	Initial Training in-person: <a href="https://ldd.adobeconnect.com/dpmaponlt/event/registration.html">https://ldd.adobeconnect.com/dpmaponlt/event/registration.html</a>	Once	All DHA civilian personnel and new supervisors.	Human Resources Division
Drug-Free Workplace Training for Supervisors	JKO: DHA-US1153	Once	Managers and supervisors only.	Labor Management and Employee Relations
MHS Customer Service	JKO: DHA-US429	Annually	All DHA civilian and military personnel.	Clinical Business Operations

**Note:** DHA assigned JKO training is accepted as meeting U.S. Army training requirements for the same title and topic. DHA assigned JKO training is accepted by Navy and training completions feed to FLTMPs for recording of training completion.