



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
7700 ARLINGTON BOULEVARD  
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Canc: Nov 2023  
IN REPLY REFER TO  
BUMEDNOTE 1500  
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17 Nov 2022

BUMED NOTICE 1500

From: Chief, Bureau of Medicine and Surgery

Subj: FISCAL YEAR 2023 ENTERPRISE-WIDE COURSE ASSIGNMENTS

Ref: (a) CNO WASHINGTON DC 061718Z SEP 22 (NAVADMIN 201/22)  
(b) BUMEDINST 1500.29D  
(c) OPNAVINST 1500.22H  
(d) 5 CFR 2638.301  
(e) SECNAVINST 12410.25B  
(f) SECNAVNOTE 5510 of 26 Jul 2022

Encl: (1) Fiscal Year 2023 Enterprise-Wide Course Assignments

1. Purpose. To implement references (a) through (f) by providing enterprise-wide general military training (GMT) completion guidance for personnel assigned to Navy Medicine commands (active duty, reservist, civilian, and contract staff). Reference (a) provides guidance for executing fiscal year (FY) 2023 GMT and civilian mandatory training.

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

3. Policy

a. All Navy Medicine commands must develop a command training plan, per reference (b) to fulfill required general military and civilian training requirements. Naval Medical Forces Support Command will assist Navy Medicine Readiness and Training Commands (NAVMED-READTRNCMD) with generating command training plans to accomplish all FY 2023 GMT requirements. Final completion of all training should conclude no later than 30 September 2023. Commanding officers will maximize facilitator-led training for mandatory and optional topics based on operational tempo, command needs, or mandated computer-based training. The FY 2023 GMT information is located on My Navy Portal at <https://my.navy.mil> (go to \*Career and Life Events\* at the top of the page, then select \*Training, Education, and Qualifications\* from the drop-down menu. On the following page, select \*Training\* on the left of the page then select \*GMT\* from the drop-down menu).

b. Enclosure (1) is the FY 2023 enterprise-wide course assignment list. This list represents standardized, select trainings that denote mandatory and additional topics of concern for Navy Medicine personnel.

c. Commanding officers at Navy Medicine activities may require optional topics based on local training needs and will ensure all courses are assigned and tracked per command policy. The suggested “completion deadline” is provided as a guide for training delivered “face-to-face” whereas all online computer-based courses will be assigned on the scheduled recurring timeframe.

4. Action. Command training departments will create a local annual training plan and comply with documentation reporting, per reference (b) and enclosure (1). 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, diversity, equity, and inclusion) in coordinating training delivery and tracking compliance with direct oversight by regional training offices. Modifications to the training list will be disseminated by Naval Medical Forces Support Command to the regional training offices and local command training departments and training officers.

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 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>.

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 Department of the Navy Directorate for Administration, Logistics, and Operations, Directives and Records Management Division program office.



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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 2023 ENTERPRISE-WIDE COURSE ASSIGNMENTS

COURSE NAME	DELIVERY METHOD	COMPLIANCE REPORTING DATABASE	MANDATORY TRAINING ("X")			FREQUENCY
			MIL	CIV	CTR	
Level I Antiterrorism Awareness JKO: JS-US007	(3)	Fleet Management and Planning System (FLTMPS)	X	X	X	Upon check-in and every 3 years thereafter
Active Shooter <u>Equivalent course(s):</u> JKO: CNIC-US1363 or TWMS-687121 or NEL: DON-687121-2.0	(3)	FLTMPS	X	X	X	Annually Recommend by 31 JAN 23
Combating Trafficking in Persons (CTIP)  <u>Equivalent course(s):</u> JKO: J3T-A-US1328-A or NEL: DON-CTIP-5.0	(3)	FLTMPS	X	X	X	Annually
Controlled Unclassified Information (CUI) (See Note 1)*  <u>Equivalent course(s):</u> JKO: JS-US082 or TWMS-686564	(3)	FLTMPS	X	X	X	Annually No Later Than 1 <sup>st</sup> Quarter (31 DEC 22)
Counter Intelligence Awareness and Reporting (CIAR) DON-CIAR-1.0  (See Note 2)* Face to face preferred.  <u>Equivalent course(s):</u> JKO: DHA-US434	(2)	FLTMPS	X	X	X	Annually

COURSE NAME	DELIVERY METHOD	COMPLIANCE REPORTING DATABASE	MANDATORY TRAINING ("X")			FREQUENCY
			MIL	CIV	CTR	
Cyber Awareness Challenge 2023 (See Note 3)* DOD-CAC-2023.0  <u>Equivalent course(s):</u> JKO: DOD-US1364-23 or NEL: DOD-CAC-2023.0 or TWMS-73944	(2) or (3)	FLTMPS	X	X	X	Annually
Department of the Navy (DON) Privacy Act  NEL: DON-PRIV-2.0 TWMS: 674477-DON-PRIV-2.0	(3)	FLTMPS	X	X	X	Annually for CTR ..... Biennial (every 2 years) for MIL and CIV ..... Recommend Not Later Than 1 <sup>st</sup> Quarter (31 DEC 22)
Diversity Equity Inclusion (DEI) Training. Leadership Fourteen: Creating a Culturally Sensitive Workplace (1 hour).  JKO: JMESI-US067	(3)	FLTMPS	X	X	X	Annually by end of of Recommend 2 <sup>nd</sup> Quarter
DEI Training. Human Resource Management: Cultural Competence Decision-based Module (1 hour).  JKO: JMESI-US035	(3)	FLTMPS	X	X	X	Annually by end of of Recommend 3 <sup>rd</sup> Quarter

COURSE NAME	DELIVERY METHOD	COMPLIANCE REPORTING DATABASE	MANDATORY TRAINING ("X")			FREQUENCY
			MIL	CIV	CTR	
DEI Training. Human Resources Three: Cultural Competence (1 hour). JKO: JMESI-US034	(3)	FLTMPS	X	X	X	Annually by end of Recommend 4 <sup>th</sup> Quarter
DON Records Management: Everyone's Responsibility DOR-RM-010-1.2 TWMS: 627356	(3)	FLTMPS	X	X	X	Annually
Domestic Abuse (See Note 3)* OPNAV-GMT-DVPAH-1.0 Equivalent course(s): NEL: OPNAV-GMT-DVPAH-1.0	(2) or (3)	FLTMPS	X	X	X	Annually
Equal Opportunity, Harassment, and Resolution Options CPPD-GMT-EOSH-1.0 Equivalent course(s): JKO: DHA-US481	(2)	FLTMPS	X	X	X	Annually
Health Insurance Portability and Accountability Act (HIPAA) and Privacy Act JKO: DHA-US001	(3)	FLTMPS	X	X	X	Initially when onboarding within 30 days Annually by end of Recommend 2 <sup>nd</sup> Quarter

COURSE NAME	DELIVERY METHOD	COMPLIANCE REPORTING DATABASE	MANDATORY TRAINING ("X")			FREQUENCY
			MIL	CIV	CTR	
Insider Threat Awareness  <u>Equivalent course(s):</u> JKO: JS-US072 or TWMS-626162	(3)	FLTMPS	X	X	X	Annually
Operations Security (OPSEC) GMT NOST-USOPSEC-4.0 (See Note 1a)*  <u>Equivalent course(s):</u> JKO: JS-US009 or TWMS-702433	(3)	FLTMPS	X	X	X	Annually
Sexual Assault Prevention and Response Awareness (SAPRA) CPPD-GMT-SAPRA-2.0	(1)	FLTMPS	X	X	X	Annually
Suicide Prevention/Awareness (SPA) CPPD-GMT-SAP-1.0	(1)	FLTMPS	X	X	X	Annually
Navy Suicide Prevention Training for Providers (See Note 1c)*  JKO: DHA-US1146	(3)	FLTMPS	X	X	X	Annually  Navy Healthcare Providers

\* Notes:

1. Per reference (f), all DON personnel (military, civilian and contractor) are required to take the Department of Defense (DoD) Controlled Unclassified Information (CUI) initially before the end of the 1<sup>st</sup> Quarter (31 DEC 22). Thereafter, all DON personnel will be required to take this course annually.

a. Operations Security (OPSEC) and CUI may be conducted together. Commands have the option to complete CUI training via alternate means if they meet the minimum training requirements of DoD Instruction 5200.48.

b. Commands can provide OPSEC training via the tailorable slide deck, training icon linked in the GMT Web site (see Note 3).

c. Per BUMEDINST 6520.3, the Navy Suicide Prevention Training for Providers course meets the SAP (CPPD-GMT-SAP-1.0) requirement.

2. Per DoD Directive 5240.06 enclosure 3, DoD Components must (a) provide CIAR training to DoD personnel within 30 days of initial assignment or employment to the Component and every 12 months thereafter; (b) provide CIAR training with a Counterintelligence (CI) experienced person in a classroom environment; and (c) Provide CIAR training tailored to their Component's mission, functions, activities, and locations. The computer-based training on Joint Knowledge Online (JKO) is a last resort option when a CI experienced person is not available.

3. The GMT Web site provides specific information about training delivery methods and alternatives. See MyNavy portal at <https://www.mnp.navy.mil/group/general-skills-training/gmt/>.

4. Course titles that offer computer-based training, may include one or more options on different Learning Management Systems (LMS) and are marked as "Equivalent course(s)." Update your profile and command assignment when using any LMS (e.g., JKO) to avoid problems with assignments and course searches. Further information may be found at the Uniform Resource Locator site at [https://info.health.mil/edu/aro/lms/Documents/Policies%20-%20LMS/DHA\\_LMS\\_User\\_Management\\_SOP.pdf](https://info.health.mil/edu/aro/lms/Documents/Policies%20-%20LMS/DHA_LMS_User_Management_SOP.pdf).

5. Fleet Management and Planning System (FLTMPS) is the Navy's LMS for recording training completion and tracking compliance for all GMT topics.

Delivery Method Legend:

- (1) Face-to-face required
- (2) Face-to-face recommended or available via GMT Web site
- (3) Computer-based training.

MIL=Military; CIV=General Schedule; CTR=Government Contractor