



DEPARTMENT OF THE NAVY
NAVAL POSTGRADUATE SCHOOL
1 UNIVERSITY CIR
MONTEREY, CA 93943-5000

Canc frp: Sep 2021

NPSNOTE 5300
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2 Feb 2021

NPS NOTICE 5300

From: President, Naval Postgraduate School

Subj: FISCAL YEAR 2021 INDIVIDUAL TRAINING REQUIREMENTS AND ANNUAL TRAINING PLAN

Ref: (a) OPNAVINST 1500.22H
(b) SECNAVINST 12410.25B
(c) CNO WASHINGTON DC 011723Z Sep 20 (NAVADMIN 240/20)

Encl: (1) FY21 Annual Individual Training Plan Calendar

1. Purpose. To promulgate the mandatory individual training topics and due dates for all Navy staff, faculty members, and students assigned to the Naval Postgraduate School (NPS) for Fiscal Year (FY) 2021 per references (a) through (c).

2. Action. All Navy servicemembers, civilian employees, and full-time contractor personnel shall familiarize themselves with enclosure (1) and complete the individual training topics listed by the end of the month assigned. In addition to the training listed in enclosure (1),

a. Completion of additional supervisor training is required for all civilian and military members who supervise civilian employees.

b. Completion of additional security refresher training is required for all personnel with access to classified materials.

c. Completion of additional ethics training is required for personnel required to file Office of Government Ethics Form 450.

3. Records Management. Records created as a result of this notice, regardless of media and format, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy Assistant for Administration, 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>.

4. Points of Contact. For general training questions, the NPS training team can be reached at TrainingOfficer@nps.edu. For civilian and contractor training questions, please contact Mr. Dan

Nguyen at (831) 656-1187 or via e-mail at dknguyen@nps.edu. For military training questions, please contact LT Aditya Prasad at (831) 656-7675 or via e-mail at aditya.prasad@nps.edu.

5. Cancellation Contingency. This notice will remain in effect until 30 September 2021 or until it is superseded by another notice, whichever occurs first.



P. E. OLD
Chief of Staff

Releasability and distribution:

<http://intranet.nps.edu/CodeOO/Notices/not.htm>

FY21 Annual Training Plan Calendar

FY21 Annual Training Plan Calendar	Oct. '20	Nov. '20	Dec. '20	Jan. '21	Feb. '21	Mar. '21	Apr. '21	May '21	June '21	July '21	Aug. '21	Sep. '21
Sexual Assault Prevention and Responses (SAPR) Awareness											F2F	
Cyber Awareness Challenge		CBT										
Counterintelligence Awareness and Reporting					CBT							
Suicide Prevention												F2F
Records Management			CBT									
Alcohol, Drugs, Tobacco Awareness								F2F				
CMEQ / Equal Employment / Hazing									F2F			
Physical Security			CBT									
Controlled Unclassified Info						CBT						
Intelligence Oversight				CBT								
Privacy Act										CBT		
Operations Security							CBT					
Combating Trafficking in Persons				CBT								
No Fear Act										CBT		
Level One Anti-Terrorism							CBT					
Workplace Violence Prevention				CBT								
Ethics										CBT		
Unauthorized Commitments								CBT				
Prevention of Sexual Harassment (POSH)									CBT			

F2F: Face-to-Face | CBT: Computer Based Training | *: Civilian Personnel Only