



DEPARTMENT OF THE NAVY
NAVAL DENTAL CENTER
2310 CRAVEN ST.
BOX 368147
SAN DIEGO, CALIFORNIA 92136-5596

NAVDENCENS DIEGO INST 1510.1F
OOE

25 JUN 1998

NAVDENCEN SAN DIEGO INSTRUCTION 1510.1F

Subj: COMMAND TRAINING PROGRAM

Ref: (a) OPNAVINST 1500.22D
(b) OPNAVINST 5239.1A
(c) OPNAVINST 5354.1C
(d) BUPERSINST 1430.16D
(e) Chief, BUMED ltr 1500 MED-05/Ser 541/97-7165
of 18 Aug 97
(f) NAVDENCENS DIEGO INST 4651.1F
(g) NAVDENCENS DIEGO INST 5510.2C
(h) NAVDENCENS DIEGO INST 12410.2A
(i) Continuing Education Recognition Program (CERP)
Guidelines

Encl: (1) Command Training Organizational Chart
(2) Required Training for Personnel Assigned to Dental
Treatment Facilities
(3) Command Indoctrination/Navy Rights and Responsibilities,
Basic Curriculum
(4) Required General Military Training
(5) Training Attendance Roster
(6) Sample Lesson Plan

1. Purpose. To establish policy, procedures and provide guidance for the establishment and administration of the Command Training program (CTP) described by references (a) through (i). Enclosure (1) depicts the organizational structure of the CTP.

2. Cancellation. NAVDENCENS DIEGO INST 1510.1E.

3. Background. A sound training program is essential to a commanding officer's dual responsibility for efficient execution of the command's mission and personnel welfare. When directed towards enhancing professional growth, advancement and promotion, productivity and efficiency, and responsibility and accountability, the training programs lends invaluable support to this mission. To establish such a program and comply with higher echelon directives, it is desirable to consolidate guidance on officer, enlisted and civilian training programs

4. Policy. The command will incorporate the general requirements described by the above references and enclosures into a Command Training Program. While administration of officer, enlisted, and civilian training requirements may vary, training plans, attendance, and reporting requirements will be per the provisions of this instruction.



5. Definitions. The following definitions describe the components of the Command Training Program:

a. Command Orientation. Indoctrination into the Command will be provided to all new staff members. Designed to introduce new staff members to command philosophy goals, policies, procedures, role expectations, physical facilities, services and key personnel.

b. Navy Rights and Responsibilities Workshop (NR&R). The Navy has developed a training package to support mission accomplishment by providing all personnel with a clear understanding of their military rights and responsibilities. The Navy Rights and Responsibilities (NR&R) workshop provides training on basic Navy Equal Opportunity principles, policies and procedures that must be understood by all hands.

c. In-service Training. An organized, scheduled, and mandatory program conducted within the command during normal working hours for all officers, enlisted and civilian personnel. In service training is designed to enhance staff development through officer professional training and rate training for dental and non-medical enlisted personnel.

d. Continuing Education. A structured program of formalized course work designed to build on previously acquired skills. This training may be acquired through military or civilian sources. Most continuing education programs are designed to provide education credits to the participants. "Naval Dental Center, San Diego, annually publishes and presents an extensive curriculum of continuing education short courses. Reference (f) provides further guidance on officer Continuing Education.

e. General Military Training (GMT)-III. This service wide phase of the GMT program is designed to present 21 selected topics per reference (a) within a 24 month period. Its purpose is to continue the development of topics introduced in accession phases and address contemporary topics that reflect new or changed Department of Defense or Navy goals and objectives. GMT-III apply to both officer and enlisted personnel.

f. On the Job Training (OJT). OJT provides a learning experience within the work setting to assist the staff the staff member in the performance of specific duties. It may include spontaneous question and answer sessions, peer discussions, procedure review, hands-on demonstrations, conferences, discussion of timely topics at morning quarters, or other training as appropriate.

g. Chief Petty Officer (CPO) Indoctrination Course. The training for CPO selectees required by reference (d) prior to advancement or frocking.

h. Third Class Petty Officer Indoctrination Course. The Petty Officer Indoctrination course is mandatory for all newly selected Third Class Petty Officers. Reference (d) states that selectees may not be frocked until this requirement has been satisfied.

I. Education and Training Department. Provides administrative support for the Command Training Program. The six major branches of the department are: Professional Development/Leadership Training, In-service Training, Continuing Education (CE), Advancement Training, Training Records Management, and Education Services.

6. Responsibilities

a. Commanding Officer. The Commanding Officer is responsible for establishing a CTP, following applicable directives.

b. Executive Officer. The Executive Officer is designated as Command Training Officer and is responsible for general administration of the CTP. He will keep the Commanding Officer informed on a regular basis concerning the status, success and requirements of the program.

c. Command Civilian Personnel Officer (CCPO). Head, Personnel Administration Department is designated as the CCPO and designated as Command Civilian Training Coordinator. The Civilian Personnel Officer will plan for, administer, and prepare reports as needed to the Command Training Officer via Head, Education and Training Department relating to civilian general, career, and professional training. Policy and guidance on civilian training are covered in references (a) and (h).

d. Command Safety Manager. The Command Safety Manager is responsible for identifying safety training requirements for all hands. The Command Safety Manager will communicate these requirements to the Education and Training Department and coordinate training sessions with branch clinic training officers and petty officers.

e. Security Manager. Director, Dental Center Administration (DDCA) is designated as the Security Manager. The Security Manager is responsible, under reference (g), for the implementation of a Security Education program.

f. Command Education and Training Officer. Head, Education and Training Department is designated as Command Education and Training Officer and will be responsible to:

(1) Provide administrative support to the CTP.

A) (2) Submit the annual training plans to the Commanding Officer for approval via the Director, Dental Center Administration and the Executive Officer.

A) (3) Provide quarterly training schedules to the branch clinic training officer or petty officer.

(4) Plan for administer and receive reports relating to officer, enlisted and civilian professional and military training in accordance with references (a) through (e).

(5) Maintain the command training data base in the Standard Personnel Management System (SPMS) and individual training files for all personnel, as required.

g. SEL/LPO, Educating and Training Department. The SEL/LPO will be a least an E-5 with experience in administrative procedures. In order to maintain clear channels of communication and to disseminate necessary information, this chief petty officer/petty officer will:

(1) Assigned as the Command In-service Training Petty Officer.

(2) Chair necessary meetings with all branch/department Training Petty Officers.

(3) Ensure that an individual SPMS training record is created for each member that checks into the command.

(4) Assist senior enlisted leaders/leading petty officers, as directed, in the operation of an ongoing training program for all non-medical personnel assigned to the command.

(5) Ensure off-duty education services are available to include information on Navy Campus, Tuition Assistance (TA) and evaluation of military education forms.

(6) Schedule all personnel checking on board to the Command Indoctrination.

(7) Coordinate the inventory of audiovisual equipment to include procurement of videotapes and other required educational supplies.

h. Continuing Education (CE) Program Director. The CE Program Director is a collateral duty of a Dental Officer selected by the Executive Officer. The CE Program Director is responsible for the smooth operation of all Continuing Education Courses.

I. Individual CE Course Director. The CE Course Director is responsible for a specific course and reports directly to the CE Program Director. The CE Course Director shall:

(1) Submit a Director's Needs Assessment Sheet and follow the Director's check-off list provided by the CE Coordinator.

(2) Submit an after action report to the Commanding Officer via the CE Program Director and the Executive Officer.

(3) Follow-up with the CE Coordinator on the progress of the course.

(4) Assist the CE Coordinator as required.

(5) Provide Course Assistant to the CE Coordinator.

j. Continuing Education (CE) Coordinator. The CE Coordinator is a member of the Education and Training Department and is assigned by the Head, Education and Training Department. The CE Program Coordinator should be an E-5 or E-6 with substantial experience in administrative procedures. The CE Coordinator will:

(1) Prepare various correspondence and/or document to include but not limited to:

(a) Lecturer agreement letters for military and civilian guest speakers. Military speakers will receive TAD orders and civilians will receive Invitational Travel Orders (ITO).

(b) Request Honorariums for civilian lecturers.

(c) Student confirmation letters.

(d) Training certificates or letters of completion.

(e) Certificates of Appreciation for civilian lecturers and Letter of Appreciation for military or civilian personnel as deemed by the Course Director.

(f) Individual CE Course Director's Package, to include:

1 Course Appointment Letter.

2 Directors Needs Assessment Sheet

3 Director's check-off list.

(2) Process Academy of General Dentistry, American Dental Association, and California credentialing cards for individuals requiring this service.

(3) Ensure the following is accomplished:

(a) Duplication and preparation of course materials.

(b) Registration and closure of the CE course.

(c) Ensure proper operation and maintenance of the Naval Dental Center (NDC) and Naval School of Health Science (NSHS) audiovisual equipment.

(4) Maintain the NITRAS database and submit a list of NDC personnel attending CE short courses to the SPMS Petty Officer

(5) Prepare and submit International Military Student (IMS) report after each course to the Naval Education and Training, Security Assistant Field Activity (NETSAFA), Florida.

(6) Prepare course data for submission with the after action report.

(7) Prepare CE Data Report for the Executive Officer and National Naval Dental Center (NNDC), Bethesda and submit as required.

(8) Publish the annual Continuing Education Program Catalog.

(9) Maintain a log book for in-service and CE short course for credentialing purposes.

k. Advancement Petty Officer. The Advancement Training Petty Officer is a member of the Education and Training Department and is assigned by the Head, Education and Training Department and is assigned by the Head, Education and Training Department. The Advancement Training Petty Officer will:

(1) Order and secure answer key templates to grade correspondence course including: Professional Rate Training, Military Requirements, and General Education Training.

(2) Ensure appropriate entries are made to member's service record.

(3) Assign board member and proctors for advancement exams per Personnel Support Detachment's instructions.

(4) Monitor and process all applications and testing requirements for in rate advancement through the Personnel Support Detachment, Educational Services Office.

(5) Order all correspondence courses and rate training manuals.

(6) Prepare frocking, advancement and completion of Petty Officer Indoctrination Course certificates.

(7) Prepare Page 13 service record entries to document completion of required training and course attendance.

(8) Contact all Branch Clinic's Training Petty Officers with qualified member's that have not completed mandatory requirements for advancement.

l. Command Training Team (CTT). The CTT is appointed by the Commanding Officer from volunteer applicants as a collateral duty. The composition and training of the CTT will follow the provisions of reference (c). Under the supervision of the senior member, the Command Training Team is responsible to the Command Training Officer for effective management of the Command Orientation Program, including the Navy Rights and Responsibilities Workshop.

m. Branch Dental Clinic Training Officer (BDCTO). Directors of each branch clinic will appoint a dental officer as the Branch Dental Clinic Training Officer. At small branch dental clinics less than 5 dental officers), a Branch Clinic Training Officer is not required but recommended. The BDCTO will:

(1) Be responsible for the Officer and Enlisted In-service Training Program at that branch.

(2) Possess positive, cooperative, and helpful attitude, and possess the expertise necessary to ensure a successful training.

(3) Schedule Officer Professional In-service Training sessions utilizing appropriate and knowledgeable instructors. Officers appointed as instructors must exhibit: subject matter expertise; good communication skills; sharp military appearance.

R) (4) Ensure that all Officer In-Service Training instructors have a current curriculum vitae on file in the Education and Training Department. This is a requirement of the American Dental Association (ADA) for continuing education credit.

(5) Ensure that officers and enlisted personnel attached to that branch clinic receive a copy of the quarterly training schedule and are provided access to supporting reference materials.

R) (6) Ensure that new dental officers, civilian and enlisted personnel checking onboard receive appropriate and complete indoctrination on their clinic and department policies and procedures within 90 days of reporting.

(7) Submit to the Command Education and Training Officer a quarterly schedule of professional training no later than the fifth working day of that quarter. The quarterly training schedule should include the date, time, location, instructor, and subject.

(8) Submit original attendance rosters and Lesson Plans to Education and Training Department upon completion of subject training using enclosures (5) and (6) respectively.

n. Branch Dental Clinic Training Petty Officers (BDCTPO). Branch Directors appoint in writing, a senior petty officer as Branch Dental Clinic Training Petty Officer. Head, Personnel Administration Department will appoint a senior petty officer as Headquarters Training Petty Officer. The TPO will:

(1) Assist the Branch Dental Clinic Training Officer in the preparation of the Training Program at that branch.

(a) Prepare a schedule of Enlisted Professional In-service training sessions utilizing appropriate and knowledgeable instructors. Enlisted personnel appointed in writing, as instructors must exhibit: subject matter expertise: good communication skills; sharp military appearance.

(2) Possess a positive, cooperative, and helpful attitude, and possess the expertise necessary to ensure a successful training program.

(3) Maintain quality control of in-service training by routinely attending and observing enlisted training sessions. Provide feedback to the instructors to enable the instructors to improve quality of training.

(4) Obtain rate training manuals from the Advancement Petty Officer for their clinic.

7. Action

a. Orientation Training

(1) Command Indoctrination. All personnel will attend Command Indoctrination within 90 days after reporting onboard for duty. The Command Indoctrination will include a Command Orientation, Navy Right and Responsibilities workshop, and Total Quality Leadership (TQL) indoctrination. Enclosure (3) provides the minimum curriculum requirements. A TQL introduction class will be provided if the member has no documentation of attending the subject class. The Command Indoctrination may be expanded to cover other subject matter as deemed necessary.

(2) Navy Rights and Responsibilities (NR&R) Workshop

(a) For Newly Reporting Military Personnel. The Command Training Team (CTT) will be responsible for the effective administration of this program. All military personnel are required to attend a NR&R workshop within 90 days of reporting to a new permanent duty station. The CTT must conduct frequent training sessions in order to have effective training. All lesson topics will be taught in accordance with the NR&R workshop guide provided by Chief, Naval Education and Training (CNET). Critique sheets will provide feedback on the effectiveness of the workshop.

(b) Annual All Hands Refresher Training. The CTT will conduct an annual all hands NR&R refresher training workshop that will include Sexual Harassment Prevention Training; review of updated Command Managed Equal Opportunity Program (CME0) policies and the Navy and the CME0 climate; and a forum for discussing Chief of Naval Operation (CNO) and Command specific issues. This workshop will be conducted at the clinic or in conjunction with the scheduled GMT Standdowns.

(3) CPO and Third Class Petty Officer Indoctrination. The Command Master Chief along with the Advancement Petty Officer will coordinate and be responsible for the administration of this program. Reference (d) provides specific guidance on administration of the CPO and Petty Officer Indoctrination course.

b. Security Education. The Security Manager and Classified Material Control Officer shall receive informal training in the management of the Information and Personnel Security Program. Documented completion of

NAVEDTRA 10987-D Security Manager Correspondence Course or equivalent classroom training satisfies this requirement. All personnel who are to have access to classified material shall be: thoroughly familiar with reference (h); formally briefed by the Security Manager or Classified Material Control Officer, and shall have signed an SF-312, Classified Information Nondisclosure Agreement. The Command Security Education Program shall consist of the following minimum requirements:

(1) Orientation (all command members)

- (a) Identification and responsibilities of the Security Team.
- (b) Responsibilities of each command member in the program.
- (c) Responsibilities of each command member in the program.
- (c) Responsibilities if involved in a security incident.
- (d) Foreign travel and contacts with certain foreign nationals.

(2) Refresher Briefing (personnel with clearances)

- (a) Annually.
- (b) Tailored to command mission.
- (c) Naval Command Investigative Service (NCIS), Video Tapes, Fleet Support Group are available for assistance.

(3) Debriefing (personnel with clearances)

- (a) Termination of active duty, employment.
- (b) Conclusion of Limited Access Authorization.
- (c) Clearance revoked or administratively withdrawn.
- (d) Inadvertent access to information ineligible to receive.

(4) Command Security Education File. Documentation of all security training will be maintained by the Education and Training Department.

c. General Military Training (GMT)

R) (1) GMT Phase-III, required by reference (a), is a non-testable, need-to-know information. Enclosure (4) lists subject matter required over a two year period. Each Branch Dental Clinic is responsible for conducting GMT.

(2) GMT may be accomplished by means other than classroom instruction (i.e., video tapes, POW notes, and general instruction films.)

(3) The Education and Training Department will prepare an Annual Training Plan by 1 October each year. Motor Vehicle safety will be the designated GMT subject preceding major holidays.

d. Professional In-service Training for Officers. Officers will receive, at a minimum, the training requested by references (a) and (b). The Branch Dental Clinic Training Officer will ensure that adequate training methods are used to ensure compliance with the requirements. The CE Program Director will ensure that adequate training methods are used to ensure compliance with the requirements. Attendance at officer in-service training will be documented through attendance rosters and Lesson Topic Guides (LTGs). Individual Dentists may receive a letter of attendance for their records for the BDCTO. This information will be made available to the Executive Committee of the Dental Staff and Credentials Committee for the credentials and privileging process.

e. Professional In-service Training for Dental Technicians

(1) Dental Technicians will receive, at a minimum, the training required by references (a) through (c). Competition for advancement is keen. While it should be realized that only a strong self-study program will actually result in advancement, an In-service training program is an aid in preparing individuals for the advancement examinations. The ultimate goal of this program is to ensure operational readiness by enhancing job proficiency through progressive education and advancement.

(2) This program is intended to assist Dental Technicians in achieving a proven knowledge of the subjects listed in Part (C) of the Occupational Standards for Dental Technician (NAVEDTRA-71400). Part (C) describes minimum skill requirements for all rates. These minimum requirements for the criteria for personnel training. Personnel Advancement Requirements (PARs) for one rate are also the occupational standards (minimum skill requirements) for the next higher rate. PARs are a performance/knowledge prerequisite that must be satisfied prior to eligibility for advancement examination participation. This requirement dictates that appropriate training be provided based solely on personnel required advancement subjects that apply to that particular rate. This program covers advancement requirement subjects that are common to all dental technicians of a particular rate, not those unique in application to Dental Technician, General (DTG), Prosthetics (DTP), or Repair (DTR). The objective of the in-service training program is to assist candidates who are recommended for advancement with the knowledge of the minimum skill requirements for the next higher rate. Successful completion of an oral, written, or proficiency test after each professional training session will help demonstrate this knowledge.

(3) Training Locations

(a) Personnel E-5 and below will participate with the required professional in-service training, in their individual branch dental clinics.

However, smaller branch clinics have the option to hold their training with a larger branch clinic provided that the Training Officer and/or Training Petty Officer coordinate it with the host clinic. A separate training roster must be completed for each clinic.

(b) Personnel in paygrade E-6 will attend GMT lectures and participate in professional in-service training conducted monthly at a designated place and time.

(c) Personnel in paygrades E-7 through E-9 will be the designated instructors for the E-6 in-service training program.

(4) In Service Training Session

(a) BDCTPO will schedule in-service training sessions for each rate during normal working hours, four hours per month. These sessions will consist of appropriate lectures covering the required professional training in accordance with this instruction. The preceding are minimal monthly requirements.

(b) In order to maximize advancement in rate opportunities, all senior enlisted supervisors and training petty officers throughout the command are highly encouraged to provide additional training appropriate for their respective branch/department. The dates and times of in-service training sessions will be determined by the branch directors.

f. Training for Civilian Employees. Civilian personnel will receive required training in accordance with references (b) and (e). The Civilian Personnel Officer will be guided by reference (f), in the administration of the Civilian Training Program.

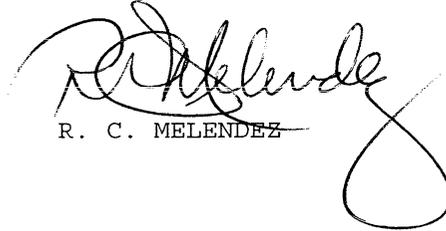
g. In-service Training for Non-Medical Department Personnel. The Senior Enlisted Leader will ensure that all assigned non-medical department personnel assigned to the command receive ongoing training in the occupational standards commensurate with their rate. This training must be of equal quality, frequency and relevancy as that provided to enlisted Medical Department personnel.

(1) Close liaison must be established with the Educational Service Officer in order to obtain current bibliographies, rate training manuals, and references to enable the non-medical rates to fulfill the requirements of their rating and increase their opportunities for advancement.

(2) Workload permitting, temporary duty assignments at local commands which employ the technical specialties of peer ratings will be encouraged.

NAVDENCENS DIEGO INST 1510.1F

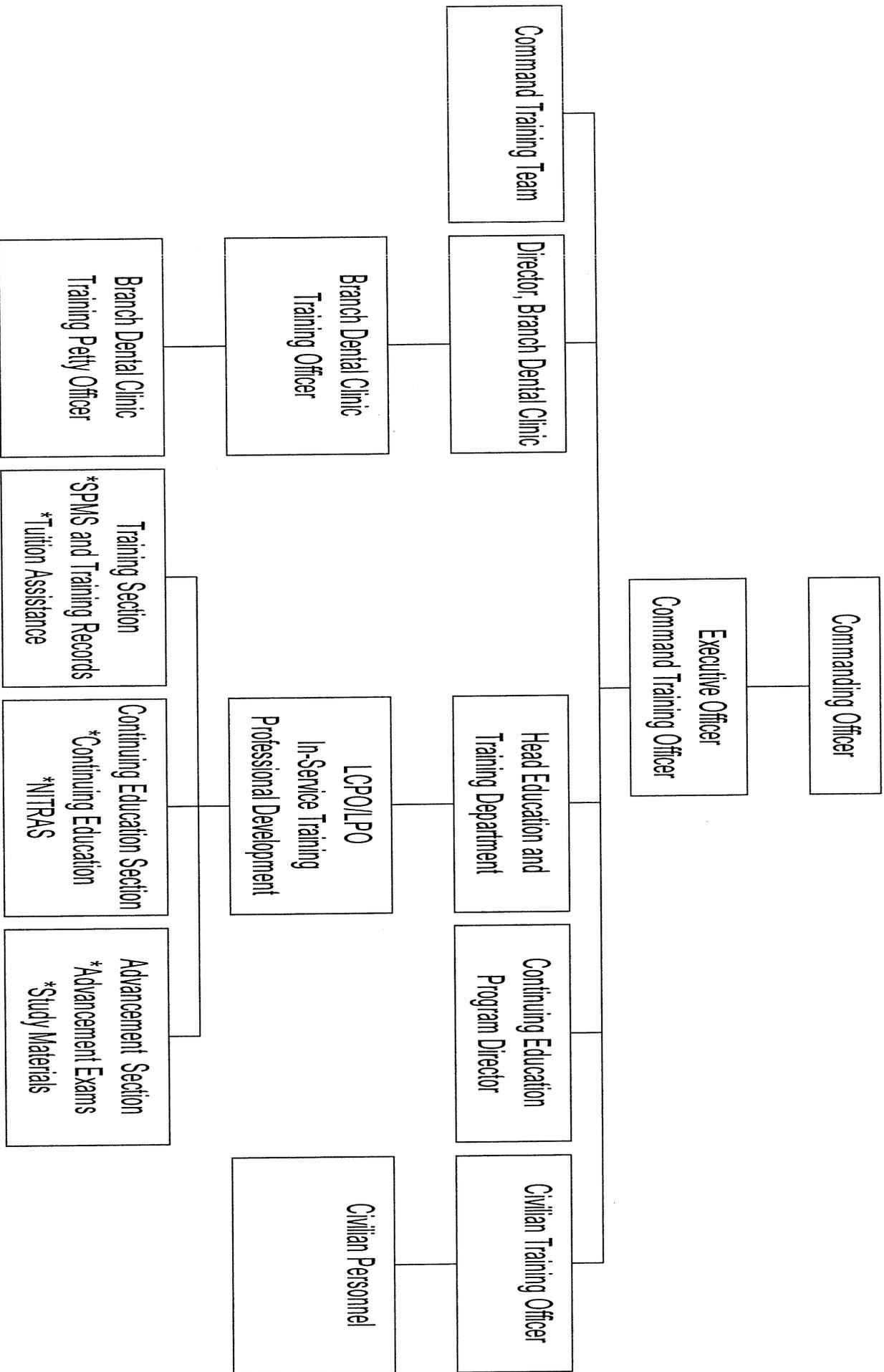
(3) Independent study periods on occupational standards, will be held during the time that Dental Technicians are attending their in-service training.



R. C. MELENDEZ

Dist:
List I, Case, 1, 2

Education and Training Department



TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
ADVANCED CARDIAC LIFE SUPPORT (ATLS)	OPNAV 5100.23D BUMED 6320.80 BUMED 6440.5A BUMED 1500.15A	MPAS	DCs ASSIGNED TO OP BILLETS			XX	
ADVANCED TRAUMA LIFE SUPPORT (ATLS)	NMC 6320.9A BUMED 1500.15A	MPAS	DCs ASSIGNED TO OP BILLETS				CTTC or C4 SATISFIES REQUIRE- MENT
ADVANCEMENT INSERVICE	MANMED ART. 9-11 & 6-65		DT & DEPMEDS				ON GOING
ALCOHOL-AWARE	BUPERS NOTE 5355 DTD 27-Nov-96 CNO MSG 271900 2 MAR 96	DAPA	ALL MIL				ONCE A CAREER
ALCOHOL & DRUG ABUSE FOR MANAGERS/ SUPERVISORS (ADAMS)	OPNAV 5350.4 SECNAV 5300.28 EXEC. ORDER 12564	DAPA	EG & ABOVE				ONCE A CAREER
ALCOHOL & DRUG AWARENESS/ SUBSTANCE ABUSE PREVENT	OPNAV 5350.4B OPNAV 5351.1	DAPA	ALL			GMT F498	
ASSIGNMENT OF NAVY WOMEN	OPNAV 5350.4B	DAPA	26 YRS	XX			ONCE
AUTOMATED INFORMATION SYSTEM SECURITY	OPNAV 5239.1A SECNAV 5239.2 BUMED 5239.1	CTT MID	MIL ALL	XX XX		XX	PODS

TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
AUTOMATED INFORMATION SYSTEM SECURITY: KEY PERSONNEL		MID	DEPT. AISOOS & ADPSSOS				TWICE A YEAR
BASIC LIFE SUPPORT (BLS)	SECNAV 1500.10 OPNAV 5100.23D OPNAV 5351.1 BUMED 6320.80	COMMAND CPR TRAINING DIRECTOR	DIRECT PATIENT CARE PERSONNEL			XX	ALL OTHERS ARE ENCOURAGED
CAREER COUNSELOR	OPNAV 5351.1	CCC	MIL				
CHAPLAIN SERVICES	OPNAV 5351.1	ETD	MIL				
CHIEF PETTY OFFICER (CPO) INDOCTRINATION	BUPER 1430.16D	CMC	E7 SELECTEES				ONCE A CAREER
CIVILIAN PERSONNEL PROCEDURE	OPNAV 12720.8 OPNAV 5100.23D SECNAV 5300.26B CPI 410.12 CPI 412.3 CPI 412.3C CPI 540 CPI 792	HEAD, MANPOWER/ CIVIL. TRNG	ALL SUPERVISORS OF CIVILIAN PERSONNEL		XX		

Sheet1

TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
CODE OF CONDUCT	OPNAV 1000.24B OPNAV 1500.22D	EDT	MIL			GMT (FY 96)	PROMOTION RE-ENLIST- MENT
COMMAND LAYOUT/ DAILY BRIEF	XX	EDT	ALL				VIDEO
COMMAND MASTER CHIEF'S BRIEF	XX	CMC	MIL				
COMMAND ORIENTATION	OPNAV 5351.1 JCAHO	EDT	ALL				BOLD TOPICS
COMMAND SPECIFIC ISSUES	OPNAV 5354.1C	CTT	MIL		ANN, NR & R		
COMMANDING OFFICER'S BRIEF	XX	CO	ALL				
COMMUNICATION		CTT	MIL	NR & R			
CONTINUING EDUCATION	JCAHO		LICENSED PERSONNEL PER STATE		XX		
CREDENTIALS REVIEW	BUMED 6320.66A	QA	DENTISTS HYGIENISTS				CHECK-IN PROCE- DURES
CULTURAL AWARENESS/ STEREOTYPES		CTT	MIL	NR & R			

TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
DISASTER	OPNAV 3440.16C	OPMAN	ALL		XX		
TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
DISASTER	OPNAV 3440.16C	OPMAN	ALL		XX		
EDUCATION SERVICE (NAVY CHAMPUS	OPNAV 5351.1	ETD	ALL	XX		GMT (FY 96)	
ENERGY AWARENESS	OPNAV 5351.1	OPMAN	ALL	XX			
EQUAL OPPORTUNITY ANNUAL UPDATE	OPNAV 5354.1C SECNAV/ 5300.26B OPNAV 5351.1	CMEO MANAGER	MIL	NR & R	ANN. NR & R		ITALIC/ BOLD TOPICS
EQUIPMENT MANAGEMENT TRAINING	JCAHO SPARWAR 5100.9D 29 CFR 1910.332		ALL WHO USE &/OR MAINTAIN ELECTRICAL EQUIPMENT				IN-SERVICE TRAINING
EXECUTIVE OFFICERS BRIEF	OPNAV 5351.1	EXECUTIVE OFFICER	ALL	XX			
FAMILY ADVOCACY	NMC 6320.22 OPNAV 5351.1	CMD FAMILY ADVOCACY REP.	ALL	XX			

TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN NR & R	Q2 YEAR	OTHER
FAMILY SERVICES PROGRAM	NMC 6320.22	ETD	ALL	XX			
FIRE EXTINGUISHER SAFETY TRAINING	OSHA 29 CFR 1910.157		ALL		XX		
FIRST AID		ETD	ALL			GMT (FY 96)	
FRATERNIZATION POLICY		CTT	MIL	NR & R	ANN NR & R		
FREEDOM OF INFORMATION ACT (FOIA)	SECNAV 5720.42E		PERSONNEL WITH ACCESS TO FOIA				
GRIEVANCE & REDRESS		CTT	MIL	NR & R	ANN NR & R		
HAZARDOUS MATERIAL COMMUNICATION TRAINING	OPNAV 5100.23D OPNAV 4110.2 29 CFR 1910.1200	SAFETY	ALL	VIDEO			SEE INST. FOR SPECIFIC REQUIREMENTS
HISTORY/ MISSION	OPNAV 5351.1	ETD	ALL	XX			VIDEO
HIV & AIDS TRAINING	NMC 6310.2 SECNAV NOTE 5300 DTD 12 May-94	ETD	ALL	XX	XX		
HOMOSEXUALITY	NAVADMIN SECDEF MEMO	ETD 033/94	ALL		XX		
HEALTH PROMOTION							

TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
LEGAL ASSISTANCE	OPNAV 1500.22D OPNAV 5351.1	ETD	MIL	XX		GMT (FY 96)	
MEDICAL & DENTAL SERVICES	OPNAV 5351.1	ETD	MIL	XX			
MERCURY HYGIENE	BUMED 6260.30	SAFETY	ALL PERSONAL WORKING WITH DENTAL				INITIAL CHECK IN PROCEDURE
MWR	VIDEO	ETD	MIL	XX			
NAVAL CITIZEN		CTT	MIL	NR & R			
NAVAL LEADERSHIP DEVELOPMENT PROGRAM (CPO'S)	BUPERS 1430.16D	CMC	E7				PREREQUI-SITE FOR E8
NAVAL LEADERSHIP DEVELOPMENT PROGRAM (LPO'S)	BUPERS 1430.16D	CMC	E5				PREREQUI-SITE FOR E7
NAVY RELIEF	OPNAV 5351.1	ETD	MIL				

TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
NAVY RIGHTS & RESPONSIBILITIES	OPNAV 5354.1C OPNAV 5370.2	CTT	MIL	XX			ITALIC TOPICS
NEW EMPLOYEE SAFETY ORIENTATION	OPNAV 5100.23D NDC 5100.30 OPNAV 5351.1	SAFETY	ALL	XX			
NUTRITION EDUCATION	OPNAV 1500.22D	ETD	ALL			GMT (FY 99)	
OMBUDSMAN	OPNAV 5351.1	ETD	MIL	XX			
OSHA BLOODBORNE PATHOGENS (INFECTIOUS CONTROL)	OSHA 29 CFR 1910.1030 OPNAV 5100.23D	INFECTION CONTROL OFFICER	HEALTHCARE WORKERS WITH CONTACT WITH PATIENTS BODY FLUIDS	XX	XX		CHECK IN PROCEDURES IN-SERVICE TRAINING
PERSONAL PROTECTIVE EQUIPMENT (PPE)	OPNAV 5100.23D NDC 5100.3C	SAFETY	ALL PERSONNEL USING PPE				
PERSONNEL & DISBURSING	OPNAV 5351.1	HEAD, MANPOWER, PSD LIAISON	MIL	XX			
PERSONNEL FINANCIAL CONSULTANT TRAINING	OPNAV 1740.5 OPNAV 5351.1	ETD	MIL	XX		GMT (FY 98)	

TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
PETTY OFFICER INDOCTRINATION COURSE	BUPERS 1430.16D	ETD/CMC	E4 SELECTEES				ONCE A CAREER
PHYSICAL READINESS	OPNAV 6110.1E OPNAV 5351.1	CMD PHYSICAL FITNESS COORD.	MIL	XX		GMT (FY98)	
POLICY DOCUMENTS		CTT	MIL	NR & R			
PREGNANCY AWARENESS	OPNAV 1500.22D	ETD	MIL	NR & R		GMT (FY 99)	
PRIVACY ACT	SECNAV 5211.5D OPNAV 5351.1		ALL	XX			
QUALITY ASSESSMENT/RISK MANAGEMENT	JCAHO	QA	ALL	XX			
REQUEST MAST	OPNAV 5351.1	CMD LEGAL OFFICER	MIL				
RIGHTS/ RESPONSIBILITIES/ ACCOUNTABILITY/ PRIVILEGES		CTT	MIL	NR & R			
SAFETY- MOTOR VEHICLE	OPNAV5100.23D OPNAV 1500.22D	SAFETY	ALL			GMT (FY 98)	PRN
SAFETY- GENERAL	OPNAV 5100.23D NDC 5100.3C OPNAV 5351.1	SAFETY	ALL	XX			MONTHLY POD's SAFETY GRAMS ETC.

TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
SAFETY INDUSTRIAL RECREATIONAL	OPNAV 1500.22D OPNAV 1500.22D OPNAV 1500.25	SAFETY	ALL			GMT (FY 98)	SEASONAL SAFETY GRAMS POW.
SEA POWER	OPNAV 1500.22D	ETD	MIL			GMT (FY 98)	
SECURITY- INFORMATIONAL	OPNAV 1500.22D	SECURITY MANAGER	ALL			GMT (FY 99)	
SECURITY OPERATIONAL	OPNAV 1500.22D	SECURITY MANAGER	MIL			GMT (FY 99)	
SECURITY FORCE TRAINING	OPNAV 5530.14B	SECURITY	ASSIGNED TO SECURITY DEPT.				
SECURITY TRAINING (CLASSIFIED)	OPNAV 5510.1H OPNAV 5530.14B	SECURITY MANAGER	PERSONNEL WITH ACCESS TO CLASSIFIED MATERIALS			XX	
SEXUAL HARASSMENT	SECNAV 5300.26B OPNAV 5354.1C NMC 12713.2A NAVADMIN 221/93	CTT CMEO	ALL	NR & R	ANN NR & R		
SEXUAL TRANSMITTED DISEASE		INFECTION CONTROL OFFICER	ALL			GMT (FY 99)	

TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
SIGHT CONSERVATION	OPNAV 5100.23D	SAFETY	ALL PERSONNE IN SIGHT HAZARD AREAS	XX			CHECK-IN PROCEDURES
SMOKING PREVENT & CESSATION		DAPA	MIL			GMT (FY 99)	
STANDARDS OF CONDUCT - ATTIRE, GROOMING	OPNAV 5351.0	ETD	MIL				PODS
STANDARDS OF CONDUCT-GOV'T ETHICS TRAINING	OPNAV 5351.1 SECNAV 5370.2 JAG ETHICS 94-4	EDT	PROCURE-MENT PERSONNEL				
STRESS MANAGEMENT	OPNAV 1500.22D	ETD	ALL			GMT (FY 97)	
SUICIDE PREVENTION	OPNAV 6100.2 OPNAV 5350.4B OPNAV 5351.1	ETD/DAPA CTT	ALL	XX			
TB		INFECTION CONTROL OFFICER	ALL		XX		DONE WITH INFECTION CONTROL
TQL		TQL	ALL	XX			
TRICARE		COORDINATOR	MIL	XX			
UNIFORM HEALTH SERVICES	OPNAV 1500.22D	ETD	MIL			GMT (FY 99)	
VA BENEFITS	OPNAV 1500.22D	ETD	MIL			GMT (FY 98)	NOT CONDUCTED

TRAINING TOPIC	INSTRUCTION	RESPONSIBLE DEPARTMENT	TARGET GROUP	CMD INDOC	ANN	Q2 YEAR	OTHER
VEHICLE REGISTRATION	OPNAV 5351.1						
VOTER REGISTRATION	OPNAV 5351.1						
ALCOHOL-AWARE	BUPERS NOTE 5355 DTD 27-Nov-96 CNO MSG 271900 2 MAR 96	DAPA	ALL MIL				ONCE A CAREER

COMMAND INDOCTRINATION

BASIC CURRICULUM

Commanding Officer's Welcome Aboard

Executive Officer's Brief

Command Master Chief Brief

Command Career Counselor

Command Brief/History/Mission of the Command

Leave/Liberty/Curfew/Standard of Conduct

Training and Education/Navy Campus

Off-Duty Employment

Safety

Recreation Services, Family Services, Navy Relief, and Ombudsman Programs

Physical Readiness Program

Command DAPA

Physical Security

Personnel/Information Security

Chaplain and Suicide Awareness

Legal Brief

Personal Financial Management

Vehicle Registration

Voter Registration

NAVDECENSIEGOINST 1510.1F

NAVY RIGHTS AND RESPONSIBILITIES WORKSHOP

BASIC CURRICULUM

Introduction/Climate Setting

Naval Citizenship

Communications

Stereotype Model & Cultural Awareness

Rights, Responsibilities, Accountability, Privileges Policy Documents

Sexual Harassment/Fraternization

Management of Pregnant Women/Assignment of Women in the Navy Application
Through Case Studies

Grievance and Redress Procedure

Command Specific issues

Wrap-up

REQUIRED GENERAL MILITARY (GMT) TRAINING

MUST BE TAUGHT EVERY TWO YEARS

1. Benefits and services:
 - Education Services
 - VA Benefits
 - Uniform Health Services
2. First Aid
3. Quality of Life:
 - Physical Readiness
 - Nutrition Education
 - Stress Management/High Blood Pressure Identification
 - Low Back Injury Prevention
 - Smoking Prevention and Cessation
 - Drug and Alcohol Prevention & Control
4. Safety:
 - Industrial
 - Motor Vehicle
 - Recreational
5. Security:
 - Informational
 - Operational
6. Personal Hygiene
 - Sexually Transmitted Diseases (STD)
 - Pregnancy Awareness
7. Code of Conduct
8. Financial Responsibilities
9. Legal Assistance
10. Sea Power

REQUIRED GENERAL MILITARY TRAINING (GMT)
MUST BE TAUGHT EVERY YEAR

1. Alcohol and Drug Awareness Substance Abuse
2. Code of Conduct Training - Required for officers upon each promotion, and each reenlistment for enlisted personnel.
3. Fire Extinguisher Safety Training
4. Bloodborn Pathogen
5. Tuberculosis Training
6. Sexual Harassment Prevention
7. Sight Conservation
8. Homosexual Policy Training

SAMPLE LESSON PLAN

Level: Dental Technician Second Class

Lesson Topic: Naval Letter

Reference: Naval Correspondence Manual, SECNAVINST 5216.5C

Training Aids: (If any)

Instructor: _____ Date: _____

1. Introduction

a. Attention - you can do this by:

(1) Making a strong, short, attention getting statement.

(2) Asking an interest provoking question.

(3) Telling a short, challenging story that relates to the subject being presented.

b. Overview - What you are going to talk about.

c. Motivation - Reason(s) for needing the information.

2. Presentation

a. Parts of a Naval Letter

(1) Senders symbols

(2) Standards Subject Identification Codes

(3) Originator's Code/Serial Number

(4) Date

(5) "From" block, etc.

3. Summary

a. Reemphasize the main points

b. Encourage discussion

c. Ask questions

d. Give a reason to remember

e. Additional information on the subject discussed.