



DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK
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Canc frp: Sep 16

NAVCUITDISTNYNOTE 1500

19 Oct 15

NAVCUITDIST NEW YORK NOTICE 1500

Subj: FISCAL YEAR (FY) 2016 TRAINING PLAN

Ref: (a) FY16 General Military Training Schedule (NAVADMIN 213/15)
(b) NAVCRUITCOMINST 1500.4R

Encl: (1) FY16 Master Training Plan
(2) Operations Department Training Plan
(3) Enlisted Processing/Classifier Training Plan
(4) Operations Administration Department Training Plan
(5) Administration Department Training Plan
(6) Officer Processing Training Plan
(7) LEADS Production Team Training Plan
(8) Supply Department Training Plan
(9) Civilian Training Plan
(10) Civilian Supervisor Training Plan

1. Purpose. To establish FY16 Training Plan for General Military Training (GMT) and professional training required for ALL HANDS.
2. Information. NRD New York FY16 Training Plan is promulgated per enclosures (1) through (10).
3. Action. Per references (a) and (b), supervisors are responsible for ensuring the completion of respective training, submission of monthly and quarterly training reports, and document all training in individual training jackets, division/department training folders and the command training file.
 - a. The first working Friday of each month is designated as the division/department training day. Command ALL HANDS training will be conducted per Operations Schedule.
 - b. Civilian employees may utilize the Command ALL HANDS training day each month to complete the monthly DoD mandatory training topic(s) that are assigned by the Command Trainer (CT) at their work site.

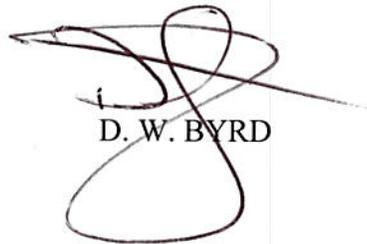
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c. Civilian employees have the option to attend Command ALL HANDS training as long as the DoD mandatory training topic(s) are completed prior to or at the conclusion of the Command ALL HANDS training day.

d. The Command Trainer will promulgate monthly DoD mandatory training that must be completed at All Hands or online via TWMS/NKO. The training must be completed NLT the date shown in the email message. Divisional leadership will ensure timely completion of all requirements and notify the Command Trainer when completed.

e. GMT training will be conducted at ALL HANDS (when possible) to ensure compliance with NAVADMIN 213/15.

f. All minimum required training will be conducted at Divisional Training per this instruction.



D. W. BYRD

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Operations Department Training Plan

Training Subject	Minimum Learning Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Identified Weaknesses and Emergent Requirements	As Applicable	X	X	X	X	X	X	X	X	X	X	X	X
Reserve/Active Programs	<ul style="list-style-type: none"> • Program Authorizations • Active Programs(Officer/Enlisted) • Reserve Programs(Officer/Enlisted) 	X	X	X	X	X	X	X	X	X	X	X	X
Awards and Recognition	<ul style="list-style-type: none"> • RCAP • NRD • Region • NRC 	X			X			X			X		
WEBSTEAM	<ul style="list-style-type: none"> • System Function/Purpose • Report Analysis 		X							X			
SMART	<ul style="list-style-type: none"> • System Function/Purpose • ASAD • SOAR Development • Territory Breakdown 		X			X			X			X	
RPMS	<ul style="list-style-type: none"> • System Function/Purpose • Planner/Itinerary Development • PATE Analysis(Officer/Enlisted) • Applicant Log Analysis 			X			X			X			X
VALOR Meetings-In-a-Box (MIB)	<ul style="list-style-type: none"> • Roadmap • Whiteboard/PSVP • Handling Objections • POINTS • Whiteboard Conversion Flow • Coaching • PES/Discovery Questions/Sales Starters 	X	X	X	X	X	X	X	X	X	X	X	X
Prospecting	<ul style="list-style-type: none"> • Phone/LEADS • PDC/Social Networking • Referrals • COI Development 	X			X			X			X		

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Operations Department Training Plan (Con't)

Training Subject	Minimum Learning Objectives	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
WEBRTOOLS/ CIRIMS	<ul style="list-style-type: none"> • Database Maintenance • Market Segments • Working Tickler • Market ID/Penetration 		X			X			X			X	
High School/College Program	<ul style="list-style-type: none"> • Purpose/Goals • Yearly Planning • VALOR PSVP Presentation • Relationship Building 			X			X			X			X
Applicant Processing	<ul style="list-style-type: none"> • Testing(Officer/Enlisted) • Kit Development/Quality • Waivers • JPAS/NASIS 	X			X			X			X		
DEP Leadership & Management (Officer/Enlisted)	<ul style="list-style-type: none"> • DEP Meeting Development/Procedures • Contact Requirements/Reports • Attrition Analysis(DEP,RTC,OCS,ODS) • Referral Techniques 		X			X			X			X	
NAVCRUITSTA Inspections	As Applicable			X			X			X			
Command Inspection Trend Analysis	N7 Provided Training	X *			X *			X *			X *		
Marketing Operations Plan (MOP)	<ul style="list-style-type: none"> • Purpose and Responsibilities • Development • Utilization and Analysis • Program Calendars 		X			X			X			X	

NOTE: Minimum Learning Objectives is required minimum training to be given throughout the FY. They are not to be taught at one time.

- **Example:** Under the topic SMART, Minimum Learning Objectives require System Function/Purpose, ASAD, SOAR Development and Territory Breakdown to be taught in Nov, Feb, May, and Aug. At a minimum, **ONLY** one minimum requirement shall be taught in Nov, another in Feb, etc... to achieve the required training throughout the year.
- **NOTE:** Asterisk(*) denotes training delivered via Defense Connect Online by N7 and available on the Recruiting Quarterdeck for NRD use.

Enlisted Processing/Classifier Training Plan

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Advanced Pay Grade	X						X					
Moment of Truth		X						X				
Physical Requirements			X			X					X	
BEERS Requirements	X			X			X			X		
NAVET/OSVET Processing		X						X				
Dependency	X				X				X			
Program Eligibility			X									X
Enlistment Bonuses/LRP	X			X			X			X		
Nuclear Field Program		X					X					
Education Verification			X					X				
Testing(ASVAB, NAFT, ETC)				X					X			
SF-86 Processing & Tracking					X					X		
NASIS/JPAS	X			X			X			X		
Custody Determination						X						X
Prohibited Practices	X							X				
Financial Statements					X						X	
Waivers/Eligibility Determinations/Physical Violence			X			X				X		
PSSQ Requirements & Procedures						X					X	
Reclassification/Roll-out Procedures		X					X					
NAFT Security & Reporting Procedures			X					X				
Navy Challenge Program					X						X	
Command Inspection Trend Analysis	X*			X*			X*			X*		
VALOR Meeting-In-a-Box (MIB) – PSVP/Whiteboard		X			X			X			X	
VALOR Meeting-In-a-Box (MIB) – Handling Objections			X			X			X			X

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Operations Administration Department Training Plan

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Handling of DEP Action Requests	X				X				X			
Handling Waivers		X				X				X		
Statistical Reports			X				X				X	
MEPS Processing/Kit Processing				X				X				X
Customer Service	X				X				X			
DEP/RTC/OCS Attrition Analysis		X				X				X		
Handling of Referral Recognition Request 5305's			X				X				X	
Office ADP Security				X				X				X
Field/MEPS Communications	X				X				X			
Command Inspection Trend Analysis	X*			X*			X*			X*		

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Administration Department Training Plan

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Incoming Personnel	X						X					
Fault/No Fault Transfers				X								
Legal	X			X			X			X		
Reports Management			X						X			
Personal Awards				X						X		
Security Clearance	X						X					
Correspondence/Files						X						
EDVR/ODCR/MPA Verification		X			X			X			X	
Evaluations/Fitness Reports			X			X			X			X
Advancements				X						X		
Directives Issuance Procedures	X						X					
SDAP			X						X			
Freedom of Information Act	X						X					
GLH	X						X					
Customer Service	X					X					X	
Inter/Intra District Transfers					X							X
Canvasser Recruiter (CANREC) Program (BUPERSINST 1001.40)											X	
SITREP Procedures			X			X			X			X
Command Inspection Trend Analysis	X*			X*			X*			X*		

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Officer Processing Training Plan

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
BASIC ELIGIBILITY REQUIREMENTS (CH2)												
Citizenship	X											
SSN Requirements		X										
Education Requirements			X									
Professional Qualifications				X								
Physical Requirements					X							
Medical Documentation/Physical Examinations						X						
Drug & Alcohol Screening Requirements							X					
Waivers								X				
OFFICER PROGRAMS PROCESSING (CH 4)												
General Processing Information		X							X			
Applicant Testing										X		
Application Preparation and QA		X		X				X			X	
Application Submission Procedures			X				X					X
NAVET/OSVET Processing	X											
JAG/CTO Processing		X										
Recall Processing/Submission			X									
NASIS/JPAS/SCROLL Procedures				X								
Enlistments/Commissioning/Superseding Appointments	X				X				X			
Orders						X						
Discharges							X					
Reserve Affiliations								X				
OFFICER DEP MANAGEMENT (CH8)/ FORMS COMPLETION (CH7)												
Collegiate Management and Reporting			X					X				X
Collegiate Academics										X		
Collegiate Medical/Physical											X	
Collegiate Readiness												X
Collegiate Advancement	X											
Collegiate Leave and Liberty		X										
CIRIMS			X					X				
MEDWAIVE Procedures				X								

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LEADS Production Team Training Plan

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Identified Strengths/Weaknesses/Emergent Requirements/POA&Ms	X	X	X	X	X	X	X	X	X	X	X	X
Navy Advertising Leads Tracking System (NALTS)	X			X			X			X		
AC/RC Officer & Enlisted Basic Eligibility Requirements			X			X			X			X
Advertising Analysis (NP/DM/OM) Reports*	X			X			X			X		
Local/National Leads Generation/Processing		X			X			X			X	
Overdue LEADS Reporting			X			X			X			X
Advertising Plan/Budget	X						X					
Conversion Rates/Ratios		X			X			X			X	
Advertising Placement Procedures	X		X		X		X		X		X	
WEB RTools/CIRIMS Interface	X			X			X			X		
Local Direct Marketing (LDM) Web Order System	X		X		X		X		X		X	
Station Visit Procedures		X						X				
Command Structure and Communication			X						X			
Command Inspection Trend Analysis	X*			X*			X*			X*		

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Supply Department Training Plan

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Identified Weaknesses and Emergent Requirements	X	X	X	X	X	X	X	X	X	X	X	X
Procurement	X						X					
Vehicle Management		X						X				
Official Mail Management					X						X	
Out-of-Pocket Expenses				X						X		
Communications			X						X			
Plant/Minor Property		X						X				
Accounting/Budget Planning					X						X	
Travel						X						X
Facilities Management						X						X
Command Inspection Trend Analysis	X*			X*			X*			X*		

NOTE: Asterisk(*) denotes training delivered via Defense Connect Online by N7 and available on the Recruiting Quarterdeck for NRD use.

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Civilian Training Plan

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Trafficking In Person Basic Awareness Training	X											
Anti-Terrorism Awareness	X											
Performance Management		X										
Cyber Awareness Challenge FY14						X						
Personally Identifiable Information (PII)									X			
Records Management in the DON: Everyone's Responsibility									X			
Prevent Of Sexual Harassment (POSH)								X				
Workplace Violence Awareness and Prevention					X							
Physical Security/OPSEC					X							
SAPR-R/SAPR-C							X					
No Fear Act TWMS or NKO (Bi-Annually)	-	-	-	-	-	-	-	-	-	-	-	-
Equal Employment Opportunity			X									
Plain Writing Act										X		
Annual EO Refresher/Prevention Of Sexual Harassment										X		
Tele-work (Prior to start or approving of Tele-work requirement)	*	*	*	*	*	*	*	*	*	*	*	*

NOTES: * As needed

- Only required once every two years. CT will assign as necessary.

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Civilian Supervisors Training Plan

Training Subject	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept
Annual EO Refresher/Prevention Of Sexual Harassment										X		
Equal Employment Opportunity			X									
Workplace Violence Awareness and Prevention					X							
Performance Management		X										
Plain Writing Act For Supervisor											X	
Veteran Employment Training for Federal Hiring Managers							X		X			
Uniform Services Employment & Reemployment Right Act of 1994								X				