



DEFENSE THREAT REDUCTION AGENCY
8725 JOHN J. KINGMAN ROAD, STOP 6201
FORT BELVOIR, VA 22060-6201

January 7, 2019

MEMORANDUM FOR DIRECTOR, OFFICE FOR DIVERSITY, EQUITY & INCLUSION,
OFFICE OF THE SECRETARY OF DEFENSE (OSD)
PERSONNEL & READINESS

SUBJECT: FY18 EEOC NoFEAR Analysis Report for the Defense Threat Reduction Agency
(DTRA)

Enclosed is the fiscal year 2018, EEOC NoFEAR Analysis Report for the Defense Threat Reduction Agency (DTRA). The Complaints in DTRA substantially increased from FY17.

There were 21 formal complaints opened in FY18; however, one was settled and three were dismissed. The statutes cited for the 21 formal complaints filed are Title VII, Civil Rights Act of 1964, 42 U.S.C. 2000e-16; Age Discrimination in Employment Act, 29 U.S.C. 631,633a; and Section 501 of Rehabilitation Act, 29 U.S.C.791.

There were 12 employees that were disciplined in FY18. There were 4 suspensions, 6 reprimands, 1 letter of counseling, and 1 removal. Statues cited were Title VII, Civil Rights Act of 1964,42 U.S.C. 2000e-16, Age Discrimination in Employment Act, 29 U.S.C. 631.633a, and Section 501 Rehabilitation Act, 29 U.S.C. 791.

The DTRA EO office is working on our Strategic Plan for FY19, which will address climate concerns and becoming more proactive opposed to being reactive, as it relates to complaints.

If you have any additional questions or concerns please contact me at 571.61.616.4544 or Mrs. Marilyn J. Whitley at 571.616.4926 or marilyn.j.whitley.civ@mail.

A handwritten signature in black ink that reads "Willisa M. Donald".

Willisa M. Donald
Director, Equal Opportunity and
Diversity Programs Office

Attachment:
As Stated



Defense Threat Reduction Agency

Notification and Federal Employee Antidiscrimination and Retaliation Act (NoFEAR)

Fiscal Year 2018 Report

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I. INTRODUCTION

Highlight accomplishments. Do Not describe the NoFEAR Act.

Pursuant to Section 203 of the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 (NoFEAR Act), Public Law 107-174, the Defense Threat Reduction Agency (DTRA) hereby submits its Annual Report for Fiscal Year (FY) 2018.

In Fiscal Year 2018, 21 complainants filed formal complaints of discrimination, 3 were dismissed IAW 29 C.F.R 1614, and 1 was settled using ADR. Therefore, 17 complaints were accepted for further processing, an increase of 8 compared to FY17. The most cited bases for complaints in FY18, were age, sex, race, and reprisal. Most cited issue was harassment, sixteen out of the seventeen formal complaints filed, cited harassment (non-sexual). DTRA has instituted its Anti-Harassment Program that will provide DTRA employees another avenue to address disputes when they are not EEO centric and ensure harassment issues are handled in a swift manner.

II. REPORTING REQUIREMENTS

a. *The number of cases in federal court pending or resolved in each fiscal year and arising under each of the respective provisions of the federal antidiscrimination laws and whistleblower protection laws applicable to them as defined in 5 C.F.R. §724.102, in which an employee, former federal employee, or application alleged a violation of these laws, separating data by the provision of law involved (5 C.F.R. 724.302(a)(1)) and the status or disposition (including settlement) of such cases (5 C.F.R. 724.302(a)(2)(i)).*

Statute	Cases Opened in FY18	Cases Resolved in FY18		Cases Pending at Close of FY18
		Settled	Other	
Title VII, Civil Rights Act of 1964 42 U.S.C. 2000e-16	21	1	3	17
Age Discrimination in Employment Act 29 U.S.C. 631, 633a	7	0	0	7
Fair Labor Standards Act of 1938 29 U.S.C. 206(d)	0	0	0	0
Section 501 of Rehabilitation Act 29 U.S.C. 791	2	0	0	2
Equal Pay Act 29 U.S.C. 206(d)	0	0	0	0
Whistleblower Protection Act 5 U.S.C. 2302(b)(1)	0	0	0	0

b. *The amount of money required to be reimbursed to the Judgment Fund by the agency for payments as defined in 5 C.F.R. §724.102 (5 C.F.R. 724.302(a)(2)(ii)), and the amount of reimbursement to the Fund for attorney's fees where such fees have been separately designated (5 C.F.R. 724.302(a)(2)(iii)), and any adjustment needed or made to the budget of the agency to comply with its Judgment Fund reimbursement obligation(s) incurred (5 C.F.R. 724.302(a)(8)).*

\$ Reimbursed to Judgment Fund	\$ Attributed to Attorneys' Fees	Adjustment to Agency Budget
0	0	0

c. *In connection with the cases identified above, the total number of employees in each fiscal year disciplined (reprimand, suspension without pay, reduction in grade or pay, or removal) and the specific nature of the disciplinary actions taken, separated by the provision(s) of law involved (5 C.F.R. 724.302(a)(3)) and the number of employees in each fiscal year disciplined (reprimand, suspension without pay, reduction in grade or pay, or removal) in accordance with any agency policy, regardless of whether or not the matters are in connection to a federal court case (5 C.F.R. 724.302(a)(5)).*

Statute	# of Employees Disciplined	Nature of Disciplinary Action (reprimand, suspension without pay, reduction in grade or pay, or removal.)
Title VII, Civil Rights Act of 1964 42 U.S.C. 2000e-16	5	Suspensions (2) Reprimands (3)
Age Discrimination in Employment Act 29 U.S.C. 631, 633a	5	Suspensions (2) Letter of Counseling (1) Reprimand (2)
Fair Labor Standards Act of 1938 29 U.S.C. 206(d)	0	NA
Section 501 of Rehabilitation Act 29 U.S.C. 791	2	Removal (1) Letter of Reprimand (1)
Equal Pay Act 29 U.S.C. 206(d)	0	NA
Whistleblower Protection Act 5 U.S.C. 2302(b)(1)	0	NA
Matters that did <u>NOT</u> result in a federal court case	0	NA

d. *The final year-end data about discrimination complaints for each fiscal year that was posted in accordance with Equal Employment Opportunity Regulations 29 C.F.R. §§1614.701, et seq. (5 C.F.R. 724.302(a)(4)).*

See Appendix A - <http://www.dtra.mil/Home/DTRA-No-Fear-Act-Reporting/>

e. *A detailed description of the agency's policy for taking disciplinary action against Federal employees for conduct that is inconsistent with Federal Antidiscrimination Laws and*

Whistleblower Protection Laws or for conduct that constitutes another prohibited personnel practice revealed in connection with agency investigations of alleged violations of these laws (5 C.F.R. 724.302(a)(6)).

See Appendix B

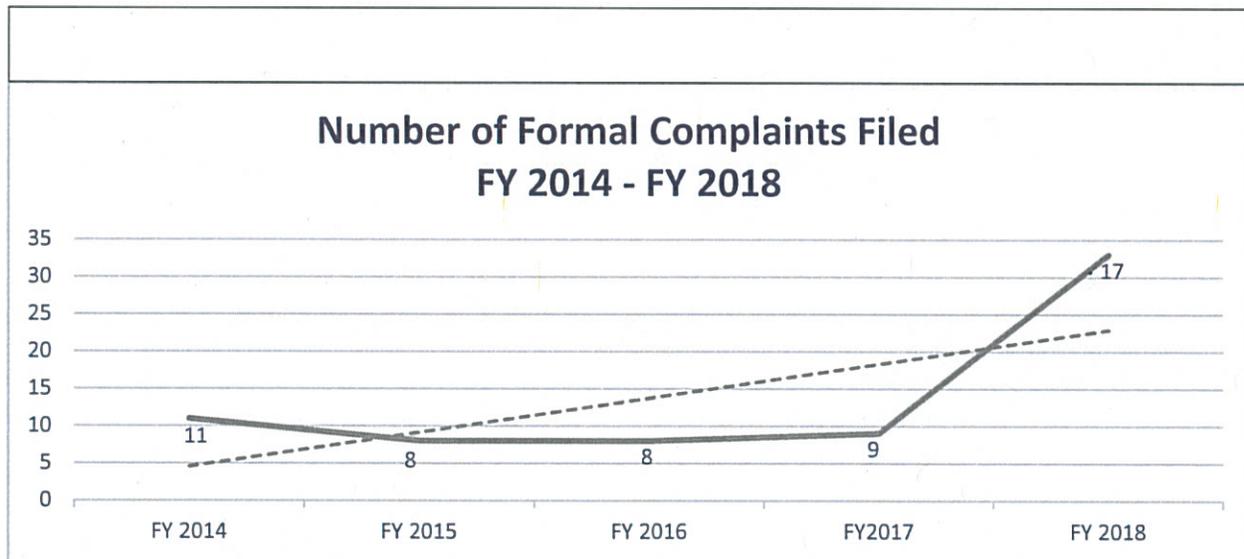
f. The agency's written plan to train its employees (5 C.F.R. 724.302(a) (9)).

See Appendix C

III. ANALYSIS

An analysis of the information provided in paragraphs (a)(1) through (6) of this section in conjunction with data provided to the Equal Employment Opportunity Commission in compliance with 29 CFR part 1614 subpart F of the Code of Federal Regulations. Such analysis must include: (i) An examination of trends; (ii) Causal analysis; (iii) Practical knowledge gained through experience; and (iv) Any actions planned or taken to improve complaint or civil rights programs of the agency with the goal of eliminating discrimination and retaliation in the workplace (5 C.F.R. 724.302(a)(7)).

a. Examination of Trends



b. Causal Analysis

EEO complaints in DTRA have substantially trended up, between FY17 and FY18. There are several factors which could be reasonably believed to have contributed to this precipitous trend in FY18. There were complaints filed in the previous fiscal year, which were overlooked, due to a transition in leadership; DTRA inherited 2 complaints from Army that were filed in a previous fiscal year or later in FY18; also, the onboarding of the Agency Director, who made his support of the EO program clear to the workforce. With his initiating

an open door policy, employees may feel more empowered, without the fear of retaliation from their supervisors or managers; also the integration of JIDO into DTRA maybe another contributing factor.

c. Practical Knowledge Gained Through Experience

We intentionally marketed the ADR program and increased the number of individuals that selected ADR, which decreased the number of individual complaints who pursued the formal process. This FY, 97% of the employees who expressed an interest in filing a complaint was offered ADR. NUMBER OF MEDIATIONS CONDUCTED--mediations were conducted and we were able to settle 5 complaints (4 settled at the informal stage and 1 at the formal stage). This is a good news story, considering there were no employees interested in participating in ADR in FY17. Practical knowledge gained is that we will market this program to give the workforce a positive view of participating in some form of ADR, e.g., mediation, facilitation, etc.

d. Actions Planned or Taken for Improvement Measures

EO will build a campaign around the use of ADR. We must gain buy-in from the leaders as well as employees; however, the only way to successfully accomplish this, would be to explain how participating in ADR, benefits both parties. A win-win solution. The challenge that we have is getting management to view ADR through a lens that benefits them and gain an understanding of why ADR is a business necessity. With the hiring of additional personnel, there are additional resources dedicated to the Anti-Harassment Program, which is another avenue of redress for employees to express their concerns of real or perceived harassment swiftly.

IV. CONCLUSION

The DTRA EO office is working on their Strategic Plan for FY19. The plan for FY19 is to get out in front of possible issues and/or climate concerns that can negatively affect the mission. In other words, DTRA EO will be more active and less reactive.

APPENDIX A

The final year-end data about discrimination complaints for each fiscal year that was posted in accordance with Equal Employment Opportunity Regulations 29 C.F.R. §§1614.701, et seq. (5 C.F.R. 724.302(a)(4)).

Complaints by Basis	Previous Fiscal Year				
	2014	2015	2016	2017	2018
<i>Note: Complaints can be filed alleging multiple bases. The sum of the bases may not equal total</i>					
Race	3	4	1	3	6
Color	0	2	0	3	3
Religion	1	0	0	0	0
Reprisal	3	3	6	3	7
Sex	4	5	0	7	7
PDA	0	0	0	0	0
National Origin	8	3	6	0	2
Equal Pay Act	0	0	0	0	0
Age	4	3	0	1	7
Disability	1	3	5	2	2
Gina	0	0	0	0	0

*<http://www.dtra.mil/Home/DTRA-No-Fear-Act-Reporting/>

APPENDIX B

A detailed description of the agency's policy for taking disciplinary action against Federal employees for conduct that is inconsistent with Federal Antidiscrimination Laws and Whistleblower Protection Laws or for conduct that constitutes another prohibited personnel practice revealed in connection with agency investigations of alleged violations of these laws (5 C.F.R. 724.302(a)(6)).

DTRA Instruction 1400.25-M, Subchapter 752, "Civilian Disciplinary and Adverse Actions," explains, "whether to take an action under this volume, there may be no discrimination against an employee for political beliefs, marital status, disabling condition, sex, race, religion, color, national origin, age, sexual orientation, genetic discrimination, or other non-merit factors."

Supervisors are accountable for initiating disciplinary or adverse action in a nondiscriminatory and impartial manner.

Punishment for a charge of discrimination that is inconsistent with Federal Antidiscrimination Laws and Whistleblower Protections Laws or for conduct that constitutes a prohibited personnel practice can range from a Letter of Reprimand to Removal from Federal Service.

**The agency's written plan to train its employees (5 C.F.R. 724.302(a)(9)).*

APPENDIX C

DTRA's NoFEAR Act Training Plan has been incorporated into the Agency's "Designation of Mandatory Core Training for Civilian Employees and Military Personnel." All civilian Employees are required to take the "Federal Employee Antidiscrimination and Retaliation Act of 2002 (NoFEAR Act) Training" via Joint Knowledge Online (JKO). The training covers the rights and remedies under Federal antidiscrimination, retaliation, and whistleblower protection laws. This training is launched, managed and tracked via the Agency's Learning Management System (LMS). Currently, civilian employees are required to take this training once upon arrival and every two years thereafter.

DTRA conducts monthly Civil Treatment Training for all supervisors, and refresher/newcomers training on a monthly basis. In addition, the Agency conducts a biweekly Entrance Onboard briefing for all new personnel in-processing into the Agency.

*The Agency's Policy Letter and highlighted training plan is attached.



DEFENSE THREAT REDUCTION AGENCY
8725 JOHN J. KINGMAN ROAD, STOP 6201
FORT BELVOIR, VA 22060-6201

JUN 19 2017

MEMORANDUM FOR DISTRIBUTION C

SUBJECT: Policy 17-12, Designation of Mandatory Core Training for Defense Threat Reduction Agency (DTRA) Civilian Employees and Military Members

There are several training requirements mandated by various statutes and Department of Defense (DoD) issuances for all DoD civilian employees and military members. There are additional mandatory training requirements for all DoD supervisors. These prescribed training requirements encompass mandatory core training for civilian employees and military members, as reflected in Attachment 1. Mandatory training requirements that apply only to specific target audiences are not included in this memorandum as each will be managed and administered as appropriate by the respective course proponent.

Course proponents will work with the Human Resources Directorate (J1) to provide appropriate and updated course information in the Learning Management System (LMS). Course proponents have primary responsibility to oversee personnel compliance with initial and refresher training requirements for their courses.

Civilian employees must register for classroom training or complete online training via LMS. Military members should take any training required by their Service through the DTRA LMS and will be directed to their Service-specific training system for all online training, thereby receiving credit in both training systems.

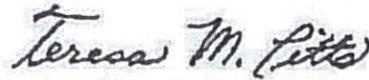
Supervisors will ensure their employees complete mandatory training within the designated timeframe and may view the training status of their employees via LMS. Individuals should contact the J1 Workforce Development Division to request an update of any completed training not recorded in LMS. Email links for the LMS Administrator, Military Training Administrator, and Workforce Development Division points of contact may be found at <http://dtra1/j1/cmd/wdo/lms/default.aspx>.

Several mandatory training courses are applicable to contractors working under DTRA contracts; however, unless these requirements are included in the contract, they cannot be mandated. Contractors should contact their Contracting Officer's Representative to identify mandatory training requirements.

Geographically separated units experiencing difficulty accomplishing mandatory training requirements should contact the J1 Workforce Development Division for assistance.

This policy is effective immediately.

FOR THE DIRECTOR:

A handwritten signature in black ink that reads "Teresa M. Pitts". The signature is written in a cursive style with a large initial 'T'.

Teresa M. Pitts
Chief of Staff

Attachment:

1. Mandatory Core Training Tables

DTRA CIVILIAN EMPLOYEES AND NAVY SERVICE MEMBERS

Title	OPR*	Frequency **	Designating Source	Delivery/ Length
Antiterrorism Level I	J29	Once upon arrival	DoD Instruction (DoDI) 2000.16 (Page 28, Paras E3.24 and E3.25)	Classroom 1.5 hours
Antiterrorism Level I Refresher	J29	Annual	DoDI 2000.16 (Page 28, Paras E3.24 and E3.25)	Online 2 hours
Combating Trafficking in Persons	J11	Upon arrival, annually thereafter by fiscal year, due by Sep 30 each year	DoDI 2200.01	Online 1 hour
Counterintelligence Awareness	J29	Within 30 days of arrival, annually thereafter	DoD Directive (DoDD) 5240.06	Classroom 1 hour
Cyber Awareness Challenge	J6IOC	Prior to accessing DTRA network, annually thereafter	DoD 8570.01-M	Online 1.25 hours
Equal Opportunity (EO) Training	J0XE	Once upon arrival	Subpart 1614.102(a)(5) of Title 29, Code of Federal Regulations (CFR)	Classroom 1 hour
Environment, Safety, and Occupational Health (ESOH) Awareness Training	J4E	Upon arrival, every 3 years thereafter	Volume 410 of DoDI 1400.25; DoD Instruction 6055.01	Online 45 minutes
Freedom of Information Act (FOIA)	J0GC	Upon arrival, every 3 years thereafter	DoD 5400.7-R (Page 89, Section C8.1)	Online 30 minutes
Initial Ethics Training	J0GC	Once upon arrival	DoD 5500.7-R (Page 100, Para 11-300)	Classroom 1 hour
No FEAR Act	J0XE	Upon arrival, every 2 years thereafter	Public Law 107-174, No FEAR Act	Online 1 hour
Operations Security (OPSEC) - Initial	J29	Once upon arrival	DoDD 5205.02E	Classroom 1 hour
Operations Security (OPSEC) - Refresher	J29	Annual	DoDD 5205.02E	Online 30 minutes
Prevention of Sexual Harassment (POSH)	J0XE	Upon arrival, every 3 years thereafter	Volume 410 of DoDI 1400.25	Online 30 minutes
Privacy Act and Personally Identifiable Information	J0GC	Upon arrival, annually thereafter	DoD 5400.11-R (Page 68-69)	Online 30 minutes
Records Management Training	J6IOK	Upon arrival, annually thereafter	Subpart 1220.34f of Title 36, CFR; NARA Bulletin 2017-01	Online 30 minutes
Initial Security Awareness	J29	Once upon arrival	Volume 3 of DoD Manual (DoDM) 5200.01 (Page 75-83)	Classroom 1 hour
Security Awareness - Refresher	J29	Annual	Volume 3 of DoDM 5200.01 (Page 75-83)	Online 30 minutes

DTRA ARMY SERVICE MEMBERS

Title	OPR*	Frequency **	Designating Source	Delivery/ Length
Antiterrorism Level I	J29	Once upon arrival	DoDI 2000.16 (Page 28, Paras E3.24 and E3.25)	Classroom 1.5 hours
Antiterrorism Level I Refresher	J29	Annual	DoDI 2000.16	Online 2 hours
Army - Equal Opportunity (EEO & POSH Training)	J13	Twice a year	Part 1614 of Title 29, CFR; AR 690-12; AR 690-600	Online 30 minutes
Army - Risk Management Basic Course	J13	Annual	AR 385-10 TRADOC	Online 30 minutes
Army – Ask Care Escort (ACE Training)	J13	Annual	AR 600-20 HQDA, DCS, G-1	Online 30 minutes
Army - Threat Awareness and Reporting (TARP)	J13	Annual	AR 381-12 HQDA, DCS, G-2	Online 30 minutes
Combating Trafficking in Persons	J11	Upon arrival, annually thereafter by FY, due by Sep 30 each year	DoDI 2200.01; AR 350-1	Online 1 hour
Counterintelligence Awareness	J29	Within 30 days of arrival, annually thereafter	DoDD 5240.06	Classroom 1 hour
Cyber Awareness Challenge	J6IOC	Prior to accessing DTRA network, annually thereafter	DoD 8570.01-M; AR 350-1	Online 1.25 hours
ESOH Awareness Training	J4E	Upon arrival, every 3 years thereafter	Volume 410 of DoDI 1400.25; DoD Instruction 6055.01	Online 45 minutes
Freedom of Information Act (FOIA)	J0GC	Upon arrival, every 3 years thereafter	DoD 5400.7-R (Page 89, Para C8.1.1.)	Online 30 minutes
Initial Ethics Training	J0GC	Once upon arrival	DoD 5500.7-R (Para 11-300)	Classroom 1 hour
No FEAR Act	J0XE	Upon arrival, every 2 years thereafter	Public Law 107-174, No FEAR Act	Online 1 hour
Operations Security (OPSEC) - Initial	J29	Once upon arrival	DoDD 5205.02E	Classroom 1 hour
Operations Security (OPSEC) - Refresher	J29	Annual	DoDD 5205.02E	Online 30 minutes
Privacy Act and Personally Identifiable Information	J0GC	Upon arrival, annually thereafter	DoD 5400.11-R (Page 68-69)	Online 30 minutes
Records Management Training	J6IOK	Upon arrival, annually thereafter	Subpart 1220.34f of Title 36, CFR; DTRA Instruction 5015.2 (Page 6)	Online 30 minutes
Initial Security Awareness	J29	Once upon arrival	Volume 3 of DoDM 5200.01 (Page 75-83)	Classroom 1 hour
Security Awareness - Refresher	J29	Annual	Volume 3 of DoDM 5200.01 (Page 75-83)	Online 30 minutes

DTRA MARINE CORPS SERVICE MEMBERS

Title	OPR*	Frequency **	Designating Source	Delivery/ Length
Antiterrorism Level I	J29	Once upon arrival	DoDI 2000.16 (Page 28, Paras E3.24 and E3.25)	Classroom 1.5 hours
Antiterrorism Level I Refresher	J29	Annual	DoDI 2000.16	Online 2 hours
Combating Trafficking in Persons	J11	Upon arrival, annually thereafter by FY, due by Sep 30 each year	DoDI 2200.01	Online 1 hour
Counterintelligence Awareness	J29	Within 30 days of arrival, annually thereafter	DoDD 5240.06	Classroom 1 hour
Cyber Awareness Challenge	J6IOC	Prior to accessing DTRA network, annually thereafter	DoD 8570.01-M	Online 1.25 hours
Equal Opportunity (EO) Training	J0XE	Once upon arrival	Subpart 1614.102(a)(5) of Title 29, CFR	Classroom 1 hour
ESOH Awareness Training	J4E	Upon arrival, every 3 years thereafter	Volume 410 of DoDI 1400.25; DoD Instruction 6055.01	Online 45 minutes
Freedom of Information Act (FOIA)	J0GC	Upon arrival, every 3 years thereafter	DoD 5400.7-R (Page 85, Para 1)	Online 30 minutes
Initial Ethics Training	J0GC	Once upon arrival	DoD 5500.7-R (Para 11-300)	Classroom 1 hour
Marine Corps - Records Management Training	J13	Annual	DoD Instruction 5015.2	Online 30 minutes
Marine Corps - The Marine Corps Operations Security Program	J13	Annual	MCO 3070.2A	Online 30 minutes
Marine Corps - Tobacco Cessation	J13	Annual	MCO 1700.29	Online 30 minutes
Marine Corps - Violence Prevention Awareness Training	J13	Annual	MCO 5580.3	Online 30 minutes
No FEAR Act	J0XE	Upon arrival, every 2 years thereafter	Public Law 107-174, No FEAR Act	Online 1 hour
Operations Security (OPSEC) - Initial	J29	Once upon arrival	DoDD 5205.02E	Classroom 1 hour
Prevention of Sexual Harassment (POSH)	J0XE	Upon arrival, every 3 years thereafter	Volume 410 of DoDI 1400.25	Online 30 minutes
Privacy Act and Personally Identifiable Information	J0GC	Upon arrival, annually thereafter	DoD 5400.11-R (Page 68-69)	Online 30 minutes
Initial Security Awareness	J29	Once upon arrival	Volume 3 of DoDM 5200.01 (Page 75-83)	Classroom 1 hour
Security Awareness - Refresher	J29	Annual	Volume 3 of DoDM 5200.01 (Page 75-83)	Online 30 minutes

DTRA AIR FORCE SERVICE MEMBERS

Title	OPR*	Frequency **	Designating Source	Delivery/ Length
Air Force – Green Dot Training	J13	Annual	AFI 90-6001; AFI 90-505	Classroom 1 hour
Antiterrorism Level I	J29	Once upon arrival	DoDI 2000.16 (Page 28, Paras E3.24 and E3.25)	Classroom 1.5 hours
Antiterrorism Level I Refresher	J29	Annual	DoDI 2000.16; 3AFI 10-245; AFMAN 31-201V4	Online 2 hours
Combating Trafficking in Persons	J11	Upon arrival, annually thereafter by FY, due by Sep 30 each year	DoDI 2200.01	Online 1 hour
Counterintelligence Awareness	J29	Within 30 days of arrival, annually thereafter	DoDD 5240.06	Classroom 1 hour
Cyber Awareness Challenge	J6IOC	Prior to accessing DTRA network, annually thereafter	DoD 8570.01-M	Online 1.25 hours
Equal Opportunity (EO) Training	J0XE	Once upon arrival	Subpart 1614.102(a)(5) of Title 29, CFR	Classroom 1 hour
ESOH Awareness Training	J4E	Upon arrival, every 3 years thereafter	Volume 410 of DoDI 1400.25; DoD Instruction 6055.01	Online 45 minutes
Freedom of Information Act (FOIA)	J0GC	Upon arrival, every 3 years thereafter	DoD 5400.7-R (Page 85, Para 1)	Online 30 minutes
Initial Ethics Training	J0GC	Once upon arrival	DoD 5500.7-R, (Para 11-300)	Classroom 1 hour
No FEAR Act	J0XE	Upon arrival, every 2 years thereafter	Public Law 107-174, No FEAR Act	Online 1 hour
Operations Security (OPSEC) - Initial	J29	Once upon arrival	DoDD 5205.02E	Classroom 1 hour
Operations Security (OPSEC) - Refresher	J29	Annual	DoDD 5205.02E	Online 30 minutes
Prevention of Sexual Harassment (POSH)	J0XE	Upon arrival, every 3 years thereafter	Volume 410 of DoDI 1400.25	Online 30 minutes
Privacy Act and Personally Identifiable Information	J0GC	Upon arrival, annually thereafter	DoD 5400.11-R (Page 68-69)	Online 30 minutes
Records Management Training	J6IOK	Upon arrival, annually thereafter	Subpart 1220.34f of Title 36, CFR; DTRA Instruction 5015.2 (Page 6)	Online 30 minutes
Initial Security Awareness	J29	Once upon arrival	Volume 3 of DoDM 5200.01 (Page 75-83)	Classroom 1 hour
Security Awareness - Refresher	J29	Annual	Volume 3 of DoDM 5200.01 (Page 75-83)	Online 30 minutes

ADDITIONAL MANDATORY CORE TRAINING FOR
DTRA SUPERVISORS OF CIVILIAN EMPLOYEES AND/OR SERVICE MEMBERS

Title	OPR*	Frequency **	Designating Source	Delivery/ Length
ESOH for Supervisors	J4E	Once upon arrival	Volume 410 of DoDI 1400.25; DoD Instruction 6055.01	Online 1 hour
Roadmap to Success: Hiring People with Disabilities	J11	Once upon arrival	Executive Order 13548; January 12, 2012 Office of Personnel Management Memo	Online 1 hour
Supervisors Role in HR Management ***	J11	Upon arrival, every 3 years thereafter	Part 412 of Title 5, CFR; DoDD 1440.1; 29 CFR Subpart 1614.102	Classroom 16 hours
Uniformed Services Employment and Reemployment Rights Act (USERRA) Training	J11	Upon arrival, annually thereafter, due by July 31 each year	Section 4335(a) of Title 38, United States Code; OPM USERRA Guidance Memo, dated September 10, 2013	Online 1 hour
Veteran Employment Training	J11	Upon arrival, annually thereafter	Executive Order 13518	Online 1 hour

* Office of Primary Responsibility. A link to the current mandatory training POC list can be found on the J1 LMS page (<https://dtra1/j1/cmd/wdo/lms/default.aspx>).

** Initial training (upon arrival) is expected to be completed within 90 days of an Entrance on Duty (EOD) date. Employees who have not yet completed initial training are expected to do so within 90 days of signature of this Policy. Annual training is due within 365 days of last completion, except as noted. In cases where there is a separate course for initial and refresher, the refresher will be due within 365 days of the completion of the initial, and then annually thereafter.

*** This course includes the Equal Opportunity for Supervisors and Military HR for Supervisors training requirement as well.