



UNITED STATES MARINE CORPS
MARINE AIR GROUND TASK FORCE TRAINING COMMAND,
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COMBAT CENTER BULLETIN 12410

From: Commanding General
To: Distribution List

Subj: MANDATORY TRAINING REQUIREMENTS FOR CIVIL SERVICE PERSONNEL

Ref: (a) SECNAVINST 12410.25B
(b) MCO 12410.24A
(c) MARADMIN 133/17
(d) ASN/M&RA Memo of 11 Oct 23

Encl: (1) FY25 Annual Mandatory Training Requirements

1. Situation. Per reference (a), the Department of the Navy (DoN) annually directs the Office of Civilian Human Resources to publish a list of mandatory training requirements for the civilian workforce derived from executive orders, federal statutes, and regulations. This training is intended to ensure the civilian workforce possesses the skills needed to meet current and projected performance requirements and assist employees in career and personal development.

2. Mission. This Bulletin publishes guidance regarding standard DoN mandatory training requirements applicable to all Marine Air Ground Task Force Training Command (MAGTFCT), Marine Corps Air Ground Combat Center (MCAGCC) Appropriated Fund civilian employees and supervisors of civilians (both civilian and military) and identifies best practices for ensuring training is completed as prescribed throughout the year.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Completion of prescribed annual training by employees and supervisors supports a high-performing workforce in a safe and positive work environment.

(2) Concept of Operations. Per reference (d), Waypoints is the Department of the Navy's new enterprise learning and talent management system. Waypoints will function as a full-service tool suite for employee career planning, learning and development in a modern, fully integrated environment. Waypoints provides access to employees' training requirements, annual mandatory training, and LinkedIn Learning. Waypoints allows supervisors to track employee progress and recommend learning and developmental opportunities for them. Employees and supervisors of civilian employees will ensure all civilian mandatory annual training as identified in the Waypoints Learning Management System (LMS) and Individual Development Plan (IDP) requirements are completed and recorded in Waypoints.

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Supervisors are responsible for ensuring their employees complete all mandatory training outlined in enclosure (1). Waypoints website is: <https://don.csod.com>.

b. Subordinate Element Missions

(1) MAGTFTC, MCGACC Civilian Human Resources Office (CHRO)

(a) Provide updates or revisions to this Bulletin as necessary based on further guidance / direction as received.

(b) Provide end of quarter and end of year status reports of mandatory training for MAGTFTC, MCAGCC civilian employees. Provide status reports to the appropriate chain of command.

(c) Provide support to MAGTFTC, MCAGCC Commanders, Assistant Chiefs of Staff (AC/S), and Special Staff as necessary.

(2) MAGTFTC, MCAGCC Commanders, AC/S, and Special Staff. Ensure supervisors and employees within your cognizance complete all training and IDP requirements outlined in this bulletin. Coordinate with MAGTFTC, MCAGCC, Civilian Human Resources for assistance as necessary.

(3) Supervisors

(a) Per reference (a), supervisors shall complete mandatory training and record completion in Waypoints LMS at <https://don.csod.com/>.

1. Civilian supervisors shall complete required training identified in their Waypoints profile. The training identified in enclosure (1) is a guide to assist with identifying standard mandatory training when encountering system difficulties.

2. Military supervisors of civilians shall utilize enclosure (1) as the source document to identify supervisory training requirements. Coordinate with Division Learning Administrators for reporting completion in Waypoints.

(b) Supervisors are to ensure subordinates complete all mandatory training identified in Waypoints. Enclosure (1) is provided to assist supervisors with tracking employees' training completion. Supervisors should monitor employees' completion of annual training requirements on a regular basis and use the Fiscal Year (FY) quarters as target milestone markers along with end of quarter reports.

(c) Ensure all civilian subordinates develop an IDP, per reference (c). IDPs should be developed through supervisor and employee collaboration. Thorough IDPs focus on the following components of an employee's development, to include, targeted proficiency levels, identifying specific needs for new or refined competencies, continuing education, professional development, and organizational, functional, or occupational training required to improve performance. Classes scheduled within IDPs are not automatically funded and require approval and associated resources for completion.

(4) Employees. Employees shall complete mandatory or required training identified in their Waypoints LMS profile and ensure completed training is reflected correctly in Waypoints LMS. Enclosure (1) serves as a guide identifying standard annual mandatory training requirements <https://don.csod.com/>.

c. Coordinating Instructions

(1) System of Record. Waypoints LMS profiles provide the current employee requirements. While enclosure (1) identifies standard training requirements, Waypoints LMS is the system of record for all mandatory training for civilians and should be considered the authoritative source for civilian employees.

(2) Training Assistance. The enclosure and additional tools for civilians and supervisors can be located on the CHRO SharePoint site at https://usmc.sharepoint-mil.us/sites/TECOM_MAGTFTC_HRO.

(3) Documenting Completed Training. All completed civilian training should be recorded and entered in the Waypoints LMS module. As such, Waypoints LMS is considered the authoritative source for tracking training completion and will be the primary source used when providing training data and reports associated with mandatory and regulatory training requirements.

(4) Non-Waypoints Systems Training. While Waypoints LMS is the primary means of conducting on-line training, training may be completed via other systems. The following systems are recommended as suitable alternates to Waypoints LMS: Navy e-Learning (NeL) and Joint Knowledge Online (see enclosure (1) for web addresses). NeL is the host for several courses prescribed by Waypoints LMS and may be accessed directly if Waypoints LMS is not available. Employees and supervisors should coordinate with the CHRO prior to completing / conducting training via alternate sources to ensure credit for DoN mandatory training completion will be authorized.

(5) Capturing Training Not Conducted in Waypoints LMS. Waypoints LMS is the primary system for recording training completion, however if you use an approved alternate platform, the course completion certificate must be saved by the employee and submitted to the Division Learning Administrator, for manual entry into Waypoints LMS. This requirement also extends to platforms that Waypoints LMS may redirect a user to for course completion.

4. Administration and Logistics

a. The point of contact for this Bulletin is CHRO, Civilian Workforce Development Section at smb_29palms_chro_training@usmc.mil.

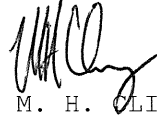
b. Directives issued by this headquarters are published and distributed electronically. Electronic versions of Combat Center bulletins can be found at <https://www.29palms.marines.mil/Staff-Offices/G-1-Manpower-Directorate/Adjutant/>.

c. Records Management. Records created as a result of this Bulletin shall be managed according to National Archives and Records Administration (NARA)-approved dispositions per SECNAV M-5210.1 CH-1 to ensure proper maintenance, use, accessibility, and preservation, regardless of format or medium.

5. Command and Signal

a. Command. This Bulletin is applicable to all MAFTFTC, MCAGCC civilians and supervisors of civilians (military and civilian).

b. Signal. This Bulletin is effective the date signed.


M. H. CLINGAN

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| FY25 Mandatory Training Requirements | |
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| All Civilians | |
| 1 | DoD Cyber Awareness Challenge (Information Assurance Training) |
| 2 | Privacy and Personally Identifiable Information (PII) Awareness |
| 3 | Operations Security (OPSEC) |
| 4 | Counterintelligence Awareness & Reporting (CIAR) |
| 5 | DON Harassment Training |
| 6 | Controlled Unclassified Information (CUI) Training |
| 7 | Annual Time and Attendance, (T&A) Training |
| 8 | Notification & Federal Employee Antidiscrimination and Retaliation Act (No FEAR Act) |
| 9 | DON Civilian Sexual Assault Prevention and Response Training |
| 10 | Level One Antiterrorism Training |
| 11 | Workplace Violence Prevention |
| 12 | Records Management |
| All Supervisors | |
| 1 | Supervisory and Managerial Training Topics per NDAA (as codified in 5 U.S.C. 9902).2010 Sec. 1113 & 5 CFR 412 |
| 2 | Civilian Employee Assistance Program (CEAP) |
| 3 | Drug Free Workplace Program (DFWP) |
| 4 | Equal Employment Opportunity Awareness for the Workforce |
| 5 | Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) |
| 6 | Veterans Employment Training for Federal Hiring Managers |
| 7 | Supervisors Responding to Whistleblower Complaints |
| Subset Groups (New Employees/Hiring Managers) | |
| 1 | Initial Ethics Training |
| 2 | Combatting Trafficking in Persons (CTIP) |
| 3 | DON Civilian Sexual Assault Prevention and Response Training |
| 4 | Merit System Principles |
| Other Training Requirements | |
| 1 | Occupational Health & Safety |
| 2 | Physical Security |
| 3 | Plain Language Writing |
| 4 | Constitution Day and Citizenship Day Observance |
| 5 | Equal Employment Opportunity Awareness for the Workforce |
| 6 | Performance Management |
| 7 | Occupational Health & Safety for Supervisors |
| 8 | Workers Compensation |
| 9 | Employment of Individuals with Disabilities |
| Training Guide is only a reference. These requirements are subject to changed based upon position, supervisory status, executive order, federal statutes or regulations. Position Descriptions may dictate other requirements. | |
| NOTE: Waypoints will become the primary training module effective 15 October 2024. TWMS will sunset as the training platform and become a reference for historical purposes. Alternative training locations for some courses may be found at: Navy e-Learning (https://learning.nel.navy.mil) and Joint Knowledge Online at: (https://jkodirect.jten.mil/Atlas2/page/login/Login.jsf) | |