

New Employee Training Requirements

For Civilian Employees

New Employee Orientation

New Employee Orientation (NEO) must be completed within the first 90 days of position assignment and is a one-time requirement.

NEO is a web-based training program located in myLearning that provides employees a basic knowledge of the Air Force culture and mission. The goal of the NEO is to ensure all Air Force civilians begin their career with the same valuable and consistent information regardless of function or location. There are three versions of NEO that consists of six modules:

- **NEO Non-Prior Military (4.5 hours)** - This version of NEO is for employees who have not worked for another government agency and are not prior or retired military. Complete all 6 Modules.
- **NEO Prior Other Agency (3.5 hours)** - This version of NEO is for employees who have worked for another government agency. Complete all except Module 5.
- **NEO Prior or Retired Military (1.5 hours)** - This version of NEO is for employees who retired from the military or were previously in the military. Complete Modules 4, 5, and 6.

To access the course:

- Log into [myLearning](#)
- Search for “NEO Course”
- Select the appropriate version of NEO
- Click “Go to course”

Additional courses required in myLearning:

- DoD Combating Trafficking in Persons (CTIP) - one time requirement
- DAF OPSEC - annual requirement (previously SECDEF OPSEC)
- Controlled Unclassified Information (CUI) - one time requirement
- Religious Freedom - required every 3 years
- No FEAR - required every 2 years
- Force Protection - annual requirement
- vCyber Awareness Challenge - annual requirement
- Sexual Assault Prevention and Response (SAPR) - annual requirement
- Suicide Prevention - annual requirement
- DoD Cyber Exchange (<https://cyber.mil/training>)
- DISA Personally Identifiable Information (PII) - annual requirement

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Supervisor / Manager Training Requirements

Supervisor training must be completed within the first 365 days of assignment to a supervisory position.

As a supervisor, the following courses are required:

- USAF New Supervisors Course
- Military Personnel Management Course (if supervising military members)

Supervisor training courses are delivered by the Air University Civilian Leadership Development School.

As a manager, the following course is required:

- USAF New Manager Course
- USAF Experienced Manager Course

Additional information is available on the Air University Civilian Leadership Development School (CLDS) website, <https://www.airuniversity.af.edu/Eaker-Center/CLDS/Supervisor-Manager/>

Ancillary Training

myLearning delivers many of the online required courses you will complete during your career.

The following course must be accomplished every 12 months:

- DoD IAA CyberAwareness Challenge
- Information Protection
- Force Protection
- Human Relations
- Suicide Awareness

The Free Exercise of Religion is required every 24 months. Supervisors complete the Supervisors Module once and the regular course thereafter.

The No Fear Act is required every 24 months for supervisors.

Access myLearning by going to <https://lms-jets.cce.af.mil/moodle/>