

SUBJ/MANDATORY TRAINING FOR RECORDS MANAGEMENT AND CONTROLLED UNCLASSIFIED INFORMATION//

REF/A/DOC/SECDEF/MEMO/28OCT22//

REF/B/NAVADMIN/OPNAV/011554ZDEC22//

REF/C/MSG/ALNAVRESFOR/281300ZSEP22//

NARR/REF A IS DOD MEMORANDUM, TRAINING AND RECORDS SCHEDULING TO IMPROVE DOD RECORDS MANAGEMENT AND CONTROLLED UNCLASSIFIED INFORMATION.

REF B IS NAVADMIN 269/22, MANDATORY TRAINING FOR RECORDS MANAGEMENT AND CONTROLLED UNCLASSIFIED INFORMATION.

REF C IS ALNAVRESFOR 031/22, FISCAL YEAR 2023 GENERAL MILITARY TRAINING REQUIREMENTS.//

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RMKS/1. As directed in reference (a), all personnel must complete records management and controlled unclassified information (CUI) training no later than 15 January 2023. Make completion a priority during the January drill weekend. In recognition of the timely release of reference (b), and challenges of reserve component sailors to complete on such a short timeframe, all personnel must complete NLT 15 February 2023.

2. Commands may combine OPSEC and CUI into one training session. The training should be tailored to meet the specific needs of that unit.

3. This ALNAVRESFOR supersedes the records management and CUI training requirement of reference (b) and will remain in effect until superseded or 30 September 2023, whichever occurs first.

4. Released by RADM Mike Steffen, Deputy Commander, Navy Reserve Force.//

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