



November 2020

## Primary Prevention and Human Factors Process Training – Frequently Asked Questions

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### Overview

As a part of the Navy's Culture of Excellence (COE), the Navy is focusing on primary prevention and the Human Factors Process. The Navy developed three levels of primary prevention and Human Factors Process training for Command Resilience Teams (CRTs) and other participants: Basic Training, Intermediate Training and Advanced Training. This training is intended for those emerging and mid-level leaders who actively interface and engage with Sailors daily as a part of their role within the CRT. This new three-level training has been designed to help increase knowledge and skills for your role within CRTs. The use of primary prevention and the Human Factors Process by CRTs helps encourage Signature Behaviors and reduces counterproductive and destructive behaviors. The following Frequently Asked Questions (FAQs) provides guidance on questions around the training process and purpose. This document is intended to be a living document that will be periodically updated as the training implementation moves forward and we continue to gain insights into information that may prove useful to you.

### FAQs

**1. Why is this training important for my role as a CRT member or someone who informs the CRT process?**

- a. This training has been specifically designed to give applicable participants of the CRT and other important individuals involved in COE the opportunity to learn more about the roles they play in preventing destructive and counterproductive behaviors while promoting productive and Signature Behaviors of Sailors.
- b. If you are a member of the CRT, you are required to take the Basic Training. Expectations for other training levels are detailed in the second question of this FAQ.
- c. If you are an individual that plays a key role in the promotion of COE (e.g. civilian) or related CRT activities, you are invited to participate.

**2. What are the levels of training?**

- a. Basic Training: It is required for all CRT members. This training includes foundational knowledge of primary prevention, the Human Factors Process, and Expanded Operational Stress Control. The Basic Training course is self-paced and delivered through a virtual platform. This training will be available in November 2020.
- b. Intermediate Training: This training expands primary prevention and Human Factors Process information initiated during Basic Training by generating a deeper knowledge build and activities related to application. This training includes CRT Human Factors Council (CRTHFC) training. It is self-paced training delivered through a virtual platform and focuses on roles that execute and



provide guidance to collateral duty members. Completion of the Basic Training is required prior to beginning the Intermediate Training. This training will be available in January 2021.

- c. Advanced Training: This training on primary prevention and the Human Factors Process focuses on those who provide oversight and quality assurance for the localized CRT program as well as feedback on effectiveness of CRT execution by command. The focus is on skill-building for implementation of primary prevention and the Human Factors Process that builds upon knowledge from Basic Training and Intermediate Training through hands-on individual and group activities. Completion of the Basic and Intermediate Training is required prior to beginning the Advanced Training. This training will be available in March 2021.

### 3. Who is required to complete the training?

The command will select required and optional personnel to participate in the training. The information below provides general guidance on roles expected to complete the different training levels.

- a. Basic Training: Command Triad and all CRT members
- b. Intermediate Training: Executive Officer (XO), Chaplain, Deployed Resilience Counselor (DRC), Mental Health Specialist, Command Climate Specialist (CCS), Medical Officer or Independent Duty Corpsman, Legal Officer, Safety Officer, Command Managed Equal Opportunity (CMEO) and others designated by the command
- c. Advanced Training: CCS and others designated by the command

### 4. How long is the training?

- a. Basic Training: 2 hours
- b. Intermediate Training: 3 to 4 hours
- c. Advanced Training: 5 days with follow-up activities

### 5. How is the training delivered?

- a. Basic Training: Online via Embry–Riddle Aeronautical University Canvas website
- b. Intermediate Training: Online via Embry–Riddle Aeronautical University Canvas website
- c. Advanced Training: Combination of live virtual training via Microsoft Teams platform and online self-paced via Embry–Riddle Aeronautical University Canvas website (Note: this training is expected to return to face-to-face when permitted)

### 6. Is there an Additional Qualification Designator (AQD) or Navy Enlisted Classification (NEC) awarded?

Basic Training completion will be awarded an achievement certificate. An AQD/NEC will be awarded when an individual completes Basic Training, Intermediate Training and Advanced Training.

### 7. Once selected to participate in the training, how do I access the training?

- a. Follow the link to the training landing page on the Embry–Riddle Aeronautical University Canvas website: <https://erau.edu/navy-crt-training> (Note: this link can also be found in the Culture Champion Network NAVADMIN)
- b. Choose the level of training to enroll in (Basic, Intermediate, or Advanced)



- c. Select "New User"
- d. The website to register - <https://erau.instructure.com/register> - will then be shown
- e. Choose "I'm a STUDENT"
- f. The individual will then create an account with the Join Code **8LKE79** (Note: this code can also be found in the Culture Champion Network NAVADMIN)
- g. Once registered, the main Embry–Riddle Aeronautical University Canvas classroom page will open up
- h. From the main classroom site, click on the course on your dashboard to begin the course

## **8. What if my video is slow to load and play?**

Given the videos and other content included in the training, there may be some challenges with slow processing, especially with computers using the NMCI system. The training has been automatically set to default to low resolution to help mitigate potential bandwidth issues. If this occurs, try again at off-peak hours or if feasible or try on a personal device. If you are teleworking, this may be resolved by changing VPN gateways.

## **9. If I have a question or need help who do I contact?**

Training assistance email: [ALTN\\_CRTTRNGHELP.fct@navy.mil](mailto:ALTN_CRTTRNGHELP.fct@navy.mil)