

Primary Prevention and Human Factors Process Training – Frequently Asked Questions

25 January 2023

Overview

As a part of the Navy’s Integrated Culture Framework, the Office of Culture and Force Resilience (OPNAV N17) and Integrated Primary Prevention (N170D) are focusing on the Primary Prevention and Human Factors Process (PP HFP) to mitigate, eliminate, or manage risk factors, and promote protective factors in the prevention of destructive behaviors. The Navy developed two levels of PP HFP training for Command Resilience Team (CRT) members and others involved in the prevention of destructive behaviors. Basic training is for all members of the CRT and the intermediate training is for members of the CRT Human Factors Council (CRT HFC) or professionals interested in advancing their PP HFP knowledge, skills and abilities e.g. Fleet and Family Center Counselors or Integrated Primary Prevention Specialist. The following Frequently Asked Questions (FAQs) provide guidance on the purpose and process of the training.

FAQs

1. Why is this training important for my role as a CRT or CRT HFC member or someone involved in Integrated Primary Prevention?

- a. This training provides CRT and CRT HFC members and others the opportunity to learn about their roles in mitigating, eliminating, and managing risk factors, and promoting protective factors in the prevention of destructive.

The CRT is your Commander’s means for implementing Primary Prevention activities within your command to:

- Improve Command Climate.
- Execute the Navy’s Primary Prevention Strategy through the Cultural Champions Network.
- Incorporate the CRT Primary Prevention and Human Factors Process into daily operations.
- Provide policies, programs, processes and best practices through data informed decision-making and training to mitigate, eliminate, or manage risk factors, and promote protective factors in the prevention of destructive behaviors.

The CRT HFC is a subset of the broader CRT with specific “need-to-know” information about individual Sailor cases. CRT HFCs are convened to provide commanders with a better understanding of the overall well-being of personnel and to recommend individualized risk mitigation and protective factors plans when appropriate.

Enclosure (1)

- b. If you are a member of the CRT, you are required to take the Basic Training. Members of the HFC are required to take the intermediate training. Others interested in or involved in the Primary Prevention and the Human Factors Process can take the training.

Basic Training: This training includes foundational knowledge of Primary Prevention, the Human Factors Process, and the role and responsibilities of the CRT.

Intermediate Training: Completion of the Basic Training is required prior to beginning the Intermediate Training. This training expands the basic training and explains in more detail the Human Factors Process and how to conduct a HFC.

2. How do I access the training?

Effective 31 January 23, OPNAV CRT PP HFP training hosted by Embry Riddle Aeronautics University has moved to Navy eLearning (NeL).

Navy E-learning is accessible via <https://my.navy.mil/quick-links.html>

- ✓ Select “Quick Links” then the “Navy eLearning” link, select “Continue” then click your CAC certificate to enter Navy eLearning ELIAAS, select your CAC then “I Agree” then “Login with CAC.”
- ✓ Once you are in “My Learning” select “Course Catalog” then enter course number:

Note: CRT PP HFP Basic Training is for all Command Resilience Team members.

- ✓ Course number: OPNAV-CRT-PPHFP-B001-1.0
- ✓ Select “Enroll.” The course takes approximately 45 minutes.

Note: CRT PP HFP Intermediate Training is for Human Factors Council members.

- ✓ Course number: OPNAV-CRT-PPHFP-I002-1.0
- ✓ Select “Enroll.” The course takes approximately 2 hours.
- ✓ Click to download [Intermediate Course Training Guide](#)

3. What do I do if the course does not function correctly or it does not provide me a completion certificate?

ANSWER: Navy eLearning users experiencing account or course access problems should contact Navy 311 by phone or you may submit a problem report or email the NAVWAR Helpdesk at NEL_HelpDesk.fct@navy.mil.

- (855) NAVY-311

- (855) 628-9311
- Press 4, 1, 4, 3

4. Once I complete the training, do I need to provide my Training Officer or someone in my command my training completion certificate to ensure it is uploaded to my Electronic Training Jacket (ETJ)? What if I am a civilian employee does my training in NeL update my DCPDS MyBiz+ professional development file and TWMS?

ANSWER: NeL automatically updates service member's completion directly to NTMPS (Navy Training Management and Planning System) which will update your ETJ. Navy civilians DCPDS MyBiz+ professional development file will be automatically updated upon completion of the NeL training. However, it is good practice to save your completion as a PDF to your training file as proof of completion.

5. What if I cannot access Navy E-learning is there an alternate method for taking the courses?

ANSWER: Yes. Stand-alone offline training is available for individuals and units with limited internet access or their internet domain does not allow them to access NeL. The stand-alone training is in the form of a .zip file and will need to be downloaded from MyNavyHR onto a disk, then launched locally on the command intranet. Please contact YNC Rogers or Dan Stallard to request the offline training.

For further questions about the training contact:

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