



**Division of Military  
and Naval Affairs**

**KATHY HOCHUL**  
Governor

**RAYMOND F. SHIELDS, JR.**  
Major General, The Adjutant General

**S: 31 October 2026**

MNHS

01 May 2026

MEMORANDUM FOR All State Employees

SUBJECT: HUMAN RESOURCES BULLETIN 2026-01: 2026 Mandatory Training for all State Employees

1. As part of the Governor's commitment to ensuring a safe and hazard-free workplace for all state employees, the Office of Employee Relations has again developed a series of online, live and interactive training modules updated for 2026. Below outlines instructions for completing ten (10) of the mandatory training courses required for all state employees of the Division of Military and Naval Affairs (DMNA). The training courses are web-based and live and interactive.
2. By 31 October 2026, the ten (10) training courses listed below must be completed by **all** DMNA state employees (including **all temporary employees - hourly or other**):
  - a. Gender Identity in the Workplace (estimated duration: 25 minutes)
  - b. Gender Based Violence and the Workplace **NEW** (estimated duration: 25 minutes)
  - c. Information, Cybersecurity, and Privacy Awareness (estimated duration: 55 minutes)
  - d. Internal Controls (estimated duration: 15 minutes)
  - e. Language Access (estimated duration: 45 minutes)
  - f. NYS Right to Know Law (estimated duration: 20 minutes)
  - g. Prevention of Workplace Violence (estimated duration: 70 minutes)
  - h. NYS Vehicle Use Policy (estimated duration: 60 minutes)
  - i. COELIG On Demand Ethics Training (CETC) (Live WebEx estimated duration: 90 minutes)

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- j. Equal Employment Opportunity and Workplace Discrimination Prevention (Live and interactive estimated 100-minute session)
3. **NEW!** A new annual training requirement is now in effect for all DMNA state employees, including full-time, part-time, and seasonal staff. Starting in 2026, anyone who completed the 2025 live Comprehensive Ethics Training Course (CETC) is required to attend a live CETC training annually. This mandatory yearly training will be conducted via WebEx by the Commission on Ethics and Lobbying in Government (COELIG). A monthly email will be distributed with times and dates of training opportunities.
4. Mandatory training is completed via the Statewide Learning Management System (SLMS), through either web-based, live or WebEx instruction. Please visit the DMNA website at <http://dmna.ny.gov/state/?page=1296052441> for “Getting Started with SLMS”. DMNA state employees with an agency email address and a SLMS account have been automatically registered in the above training courses. An email will be sent confirming registration.
5. For DMNA state employees who do **not** have an agency email address but have a personal email address, access to the internet, and wish to take the applicable course(s) online, please contact the Training Unit within State Human Resources (MNHS) below to register. Employees that choose this option will have to use their own equipment to complete online training. Work time may be provided but overtime will not be paid for completing the training at home. Employees should work with their respective chain of command to identify a time that works best for participation based on schedule and duties assigned.
6. To begin the online training, please login to SLMS at SLMS - New York Statewide Learning Management System ([ny.gov](http://ny.gov)). Logging in requires a NY.GOV ID or NYS Directory Services username and password. Anyone who has forgotten a username and or password, please use the “Forgot My Username” or “Forgot My Password” links located the Sign In button on the SLMS login page.
7. MNHS will track employee completion via SLMS. Employees may print a copy for their own records.
8. Supervisors must contact the Training Unit within MNHS ([ng.ny.nyarmg.mbx.mnhs-training@army.mil](mailto:ng.ny.nyarmg.mbx.mnhs-training@army.mil)) immediately to arrange for their employees who do not have email and computer access. Only employees who do not have computer access may be afforded the opportunity to complete the mandatory training via other means.
9. **New employees** must complete all mandatory training within 90 days of hire. In addition, new employees are required to attend the CETC live via WebEx within 90 days of appointment to a state position. It is the Supervisor’s responsibility to assist their new supervisees with the completion of all mandatory training.

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10. Employees on long term leave through the suspense date of this memo will be required to complete the training upon their return to duty.

11. The training listed above is mandatory. Failure to meet the requirement by 31 October 2026 may result in administrative action. Supervisors may also face administrative action if the supervisor did not direct the non-compliant employee to take the training and grant them time to do so. Supervisors should document when they provide this direction to employees and the time granted for completion of the courses.

12. For questions regarding the mandatory training program and SLMS issues, including User ID and password issues, please contact the Training Unit within MNHS at 518-786-4830 or [ng.ny.nyarnq.mbx.mnhs-training@army.mil](mailto:ng.ny.nyarnq.mbx.mnhs-training@army.mil).

FOR THE ADJUTANT GENERAL:

NICHOLAS SUHR  
Deputy Director, Human Resources  
Management