

# FY26 CNRH FFR Initial Trainings Checklist for New Employees: (Effective 2026 May)

(Supervisors, email completed Checklist form to Region Training, [phebe.m.pasoquen-amodo.naf@us.navy.mil](mailto:phebe.m.pasoquen-amodo.naf@us.navy.mil) )

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Facility: \_\_\_\_\_

## A. CREATE CNIC UNIVERSITY NEW USER ACCOUNT via Link below:

Request assistance from Supervisor/Manager Trainer for questions regarding #7 N-code (your dept.), #8 UIC (For Installation 62813, Region 61449, PMRF 61064), #9 (your mobile#), #11 (your manager's or your personal email), #15 (firstname.lastname.naf (if you're NAF employee or firstname.lastname.apf (if you're APF or GS), #17 (write Manager's full name), #18 (HST)

<https://forms.osi.apps.mil/Pages/ResponsePage.aspx?id=AD4z43fIh0u2rUXpQt4XUBkcK5o1LX5Kvxcg9HxdbtxUQkxMUFITR0dDQ1gxT0IzQlIRTzZCMEpaRy4u>

## B. INITIAL TRAININGS:

INITIAL COURSES	LINK	DATE COMPLETED	SUPV. SIGNATURE
<b>CNRH INITIAL SECURITY BRIEF</b> *TWMS Course ID: TWMS-681230	JBPHH: In-Person with Security Managers during HR Indoc  PMRF: Printed copy		
<b>CNRH NEW EMPLOYEE INITIAL SAFETY ORIENTATION TRAINING</b> *TWMS Course ID: ESAMS-1341	JBPHH: In-Person with Safety Manager at New Employee Orientation  PMRF: Supervisor/Manager, Safety Manager		
a. CYBER AWARENESS  b. CTIP  c. OPSEC d. SAPR  e. PII f. No Fear Act g. Workplace Violence Prevention h. DON Harassment Prevention	<b>DUE: ONBOARDING</b> <a href="https://www.cyber.mil/cyber-awareness-challenge">https://www.cyber.mil/cyber-awareness-challenge</a> <b>DUE: ONBOARDING</b> <a href="https://jko.jten.mil/courses/CTIP-GA-US011/launch.html">https://jko.jten.mil/courses/CTIP-GA-US011/launch.html</a> <b>DUE: ONBOARDING</b> <b>DUE: 30 DAYS UPON HIRE</b>  <b>DUE: 90 DAYS UPON HIRE</b> <b>DUE: 90 DAYS UPON HIRE</b> <b>DUE: 90 DAYS UPON HIRE</b> <b>DUE: 90 DAYS UPON HIRE</b> <b>DUE: 90 DAYS UPON HIRE</b>  *Initial Training must be completed by new employees prior to accessing information systems, then annual refresher training each Fiscal Year.	a.  b.  c. d.  e. f. g.  h.	
<b>INITIAL CUSTOMER SERVICE TRAINING, Customer Experience 1 &amp; 2</b>	*Email Region Training for registration. Virtual Class Date: _____ <b>OR</b> In-Person Class Date: _____		
Other: Department Specific On-The-Job Training	Refer to your Supervisors/Managers or Trainers.	N/A	N/A
ESAMS Account Created  DUE: 30 Days of DOH	<a href="https://esams.cnic.navy.mil/ESAMS_GEN_2/login">https://esams.cnic.navy.mil/ESAMS_GEN_2/login</a>  (future reference: create RMI account)		