

## FY26 CNRH FFR Initial Trainings Checklist for New Employees: (Effective 2025 OCT)

(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.mcas-gov.us/Pages/ResponsePage.aspx?id=AD4z43fIh0u2rUXpQt4XUBkcK5o1LX5Kvxcg9HxdbtxUQkxMUFITR0dDQ1gxT0IzQlIRTzZCMEpaRy4u>

### B. INITIAL TRAININGS:

COURSE	LINK	DATE COMPLETED	SUPV. SIGNATURE
<b>CNRH INITIAL SECURITY BRIEF</b> <i>*TWMS Course ID: 2) TWMS-681230</i>	JBPHH: In-Person with Security Managers during HR Indoc  PMRF: Printed copy		
<b>CNRH NEW EMPLOYEE INITIAL SAFETY ORIENTATION TRAINING</b> <i>*TWMS Course ID: ESAMS-1341</i>	JBPHH: In-Person with Safety Manager at New Employee Orientation  PMRF: Supervisor/Manager, Safety Manager		
<b>CNRH INITIAL ANTI-TERRORISM LEVEL 1</b>	JBPHH: In-Person with AT Officer at New Employee Orientation  PMRF: In-Person with AT Officer		
<b>a. CYBER AWARENESS</b> <b>b. PII AWARENESS</b> <b>c. DON SAPR-C</b> <b>d. OPSEC</b> <b>e. DON POSH</b>	<b>DUE: 30 DAYS OF INITIAL HIRE</b> <a href="http://www.greatlifehawaii.com/employees">www.greatlifehawaii.com/employees</a> (for employees with NO TWMS ACCESS)  <a href="https://twms.dc3n.navy.mil/selfservice/">https://twms.dc3n.navy.mil/selfservice/</a>  <i>*Initial Training must be completed by new employees prior to accessing information systems, then annual refresher training each Fiscal Year.</i>	a.  b.  c.  d.  e.	
<b>INITIAL CUSTOMER SERVICE TRAINING, Customer Experience 1 &amp; 2</b>	<i>*Email Region Training for registration.</i> 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  <i>DUE: 30 Days of DOH</i>	<a href="https://esams.cnic.navy.mil/ESAMS_GEN_2/login">https://esams.cnic.navy.mil/ESAMS_GEN_2/login</a>		