

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

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

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

