

Mandatory Training Checklist

Employee Name: _____

| Date of Completion | Training | Method | Frequency |
|--------------------|--|----------------------------|------------------------|
| | Team Member Orientation | Face to Face | Within 30 Days of Hire |
| | Operation Excellence (OPEX Initial) | On Line & Face to Face | Within 90 Days of Hire |
| | Risk Management | On Line | 1 Time |
| | Safety Course | On Line | 1 Time |
| | Collateral Duty Safety Course (CDSO) (Ask your supervisor if you need to take this.) | Varies | 1 Time |
| | Acceptable Use Policy at Fort Campbell (AUP) | On Line | Annual |
| | Anti-Terrorism (AT) Level 1 Awareness Training | On Line | Annual |
| | Army Substance Abuse Program (ASAP) | Face to Face | Annual |
| | Combating Trafficking In Persons (CTIP) | On Line | 1 Time New Hires |
| | Constitution Day & Citizenship Day | On Line | 1 Time New Hires |
| | DoD Cyber Awareness Training | On Line | Annual |
| | EEO, Anti-Harassment, No Fear Training | Face to Face or On Line | Annual |
| | Information Security (INFOSEC) | Face to Face or On Line | Annual |
| | Operation Excellence (OPEX Refresher) | On Line & Face to Face | Annual |
| | Operations Security (OPSEC) | On Line | Annual |
| | Sexual Harassment/Assault Response & Prevention (SHARP) (Must complete the Face to Face portion and then the On Line portion to complete this requirement.) | On Line & Face to Face | Annual |
| | Suicide Prevention | Face to Face | Annual |
| | Threat Awareness and Reporting Program (TARP) | Face to Face | Annual |