

# 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
	Army Accident Avoidance Course (AAAC)	On Line	Good for 4 yrs
	Acceptable Use Policy at Fort Campbell (AUP)	On Line	Annual
	Anti-Terrorism (AT) Level 1 Awareness Training	On Line	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
	Personal Readiness (Combines Alcohol and Substance Abuse Prevention & Suicide Prevention)	Face to Face	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
	Threat Awareness and Reporting Program (TARP)	Face to Face	Annual