

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
	Combating Trafficking In Persons (CTIP)	On Line	1 Time New Hires
	Constitution Day & Citizenship Day	On Line	1 Time New Hires
	Ethics	On Line	1 Time New Hires
	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
	EEO / No Fear*	Face to Face	Annual
	Personal Readiness Army Substance Abuse Program (ASAP)*	Face to Face	Annual
	Personal Readiness - Suicide Prevention*	Face to Face	Annual
	Sexual Harassment/Assault Response & Prevention (SHARP)*	Face to Face	Annual
	Threat Awareness and Reporting Program (TARP)*	Face to Face	Annual
	Operation Excellence (OPEX Refresher)	Face to Face or On Line	Annual
	Anti-Terrorism (AT) Level 1 Awareness Training	On Line	Annual
	Controlled Unclassified Information (CUI)	On Line	Annual
	Cyber Awareness Challenge w/completed Acceptable Use Policy at FC (AUP) (AUP must be uploaded per instructions)	On Line	Annual
	Information Security (INFOSEC)	On Line	Annual
	OPSEC Level 1	On Line	Annual

* These classes are often offered together in quarterly Stand-Up Training Sessions.