

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
	Cyber Awareness Challenge	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) *	Face to Face	Annual
	Suicide Prevention *	Face to Face	Annual
	Threat Awareness and Reporting Program (TARP) *	Face to Face	Annual

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