INSTRUCTIONS TO ACCESS THE NADP EMPLOYEE ORIENTATION TRAINING

1. Login to Total Workforce Management Services (TWMS) by going to: https://mytwms.navy.mil
2. Under "Tools/Actions" on the left-hand navigation menu select "Online Training & Notices" link.
3. Select "Available Training" tab near the top of the page.
4. Scroll down through the available training to locate "NADP Employee Orientation Training (CEU: 0)" and select it.
5. The training will open in a new window.
6. Select "No" on the Security Warning box.
7. Complete the training by following the instructions throughout the course.

If you experience technical difficulties during the training, contact the TWMS Help Desk at 888-264-4255 (option 3 then option 1).

Questions or feedback regarding this training should be sent to NACC_Career_Management@navy.mil with "NADP Employee Orientation Training" as the subject line.

With your Common Access Card (CAC) in your computer's card reader, login to Total Workforce Management Services (TWMS) Self-Service/myTWMS at:
https://mytwms.navy.mil

Total Workforce Management Services (TWMS)

Employee Self-Service 2.0 //

General Information

* For Official Use Only *
* Safeguard in accordance with the provisions of the Privacy Act *

Navigation:
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Assigned Assets

Tools/Actions:
Daily Muster
Employee Locator
Online Training & Notices
OPNAV 5239/SAAR-N Form
SF182 Training Request
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VSIP Survey

NAME	OFFICIAL RECORD UIC/ORG		ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
	42608 / N01110		42608 / N01110	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
CAREER MGMT SPEC	GS			

GENERAL INFORMATION

EMPLOYEE STATUS:	Active - On Board	WORK SCHEDULE:	Full Time
TELEWORK ELIGIBLE:	NOT ELIGIBLE	WEEKLY HOURS:	40
TELEWORKING:	NO	TELEWORK SHIFT:	N/A
WORK SHIFT:		WORK SHIFT TYPE:	Regular - 5/8
APPOINTMENT TYPE:		TENURE GROUP:	1 - Career / Permanent
PAYROLL ORG CODE:		PAY RATE DETERMINANT:	(0) Regular Rate
VETERANS PREF:		VETERANS PREF RIF:	
VETERAN STATUS:		ANNUITANT STATUS:	Not Applicable
SPECIAL PROGRAM ID:		TRAINING PROGRAM ID:	Not Applicable

IMMEDIATE SUPERVISOR

SUPERVISOR NAME:		ORG CODE:		WORK PHONE:	

Select "Online Training & Notices"

WORK LOCATION

BASE LOCATION:		Select
BUILDING:	FLOOR NUMBER:	ROOM NUMBER:	CUBICLE/SPACE:

IMPORTANT DATES

SCD LEAVE:		SCD CIV:		SCD RIF:	
DATE LAST PROMOTED:		LAST EQUIVALENT DATE (LEQ):		WGI ELIGIBLE DATE:	
DATE EOD NAVY/USMC:		DATE EOD CURRENT COMMAND		DATE START PRESENT POSITION:	
DATE PROB\TRIAL PERIOD ENDS:	N/A	DATE CONVERSION TO CAREER DUE:	N/A	DATE SUPV/MGR PROBATION EXPIRES:	N/A
DATE TEMP PROMOTION EXPIRES:	N/A	DATE TEMP REASSIGNMENT EXPIRES:	N/A	DATE SES PROBATION EXPIRES:	N/A
DATE LWOP EXPIRES:	N/A	DATE VRA CONVERSION DUE:	N/A	CAREER PROMOTION ELIGIBLE DATE:	N/A
DATE TEMP APPOINTMENT EXPIRES:	N/A	DATE LIMITED APPOINTMENT EXPIRES:	N/A	DATE RECRUITMENT RELOCATION AGR EXPIRES:	
DATE OVERSEAS TOUR EXPIRES:	N/A	LQA EFFECTIVE DATE:	N/A	DATE APPOINTED TO EXEC SVC:	N/A

Total Workforce Management Services (MYTWMS-Self-Service) - Microsoft Internet Explorer provided by NMCI

https://twms.navy.mil/selfservice/online_Training/

Bing

File   Edit   View   Favorites   Tools   Help

Favorites   Total Workforce Management Service...

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Total Workforce Management Services (TWMS)
Employee Self-Service 2.0 //

Online Training Information

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NAME	OFFICIAL RECORD UIC/ORG	ASSIGNED-MUSTER UIC/ORG	EMPLOYEE TYPE
	42608 / N01110	42608 / N01110	CIVILIAN-APF

TITLE	PAY PLAN/SCHED	SERIES	GRADE/BAND	TARGET
CAREER MGMT SPEC	GS	0301		

Navigation:

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Privacy Act Statement

Correcting your Data

REQUIRED TRAINING & NOTICES   **AVAILABLE TRAINING**   ← Select "Available Training"

The following training courses or notifications are required and have not yet been completed or are due to expire within 60 days.

To take a course, or view a notice, click on the requirement name below. Once completed, your training record will be updated for completed training courses, and the requirement will be marked complete for notices.

To view what training classes you have completed, please click on the Training/Educ/Certs & Skills button from the Navigation Menu on the left side of your screen.

REQUIREMENTS

ID	REQUIREMENT	NOTE	COMPLETION BY DATE
You have completed all requirements or none have been assigned by your command			

This page will automatically reload in 9 minutes and 47 seconds

✓ Trusted sites | Protected Mode: Off   120%

Total Workforce Management Services (MYTWMS-Self-Service) - Windows Internet Explorer

https://twms.navy.mil/selfservice/online_Training/?tab=2

Bing

File Edit View Favorites Tools Help

Favorites | Suggested Sites ▾

MSN.com | Total Workforce ... ✕

Page ▾ Safety ▾ Tools ▾

- IPOL LESSON 7: COACHING (CEU: 0) | | --
- IPOL LESSON 8: MANAGING ORGANIZATIONAL KNOWLEDGE (CEU: 0) | | --
- IPOL LESSON 9: CAREER PLANNING AND TALENT MANAGEMENT (CEU: 0) | | --
- KNIGHTS TRAINING FOR NAVY INSPECTOR GENERALS (CEU: 0) | Mandatory for all Navy Inspector General personnel performing Navy Hotline Investigations. | --
- MERIT SYSTEM PRINCIPLE BASICS FOR HIRING MANAGERS (CEU: 1) | As of 1 January 2013, all military and civilian managers involved in the civilian hiring process must complete the "Merit Systems Principles Basics for Hiring Managers" training prior to making a decision on a certificate of eligibles. | --

Scroll down until you find the training. Available trainings are listed alphabetically.

- NADP CAREER FIELD MANAGERS (CFM) TRAINING (CEU: 0) | | --
- NADP DON INTERIM PERFORMANCE MANAGEMENT SYSTEM (CEU: 1) | | --
- NADP Employee Orientation Training (CEU: 0) | | --

Select the "NADP Employee Orientation Training (CEU: 0)" link.

- NAVAIR 2014 ANNUAL ETHICS TRAINING (CEU: 0) | | --
- Navigating USA Staffing's Selection Manager for NADP (CEU: 0) | | --
- NAVSEA Continuity of Operations (COOP) Overview CLP's (CEU: 0) | | --
- NAVSEA OM&S Overview (CEU: 1) | | --
- NAVSEA TRANSPORTATION ACCOUNT CODES (TACS) (CEU: 1) | | --
- NAVSEA Web-based Training for Derivative Classifiers CLP's (CEU: 0) | | --
- NCIS EEO TRAINING (CEU: 1) | | --
- NO FEAR ACT (CEU: 1) | Mandated by AAUSN for all civilian and military employees in DON. | 2012-03-11
- PHISHING TWMS V2.0 (CEU: 1) | Optional unless directed by your Major Command, Activity, Installation or Supervisor. | --
- PORTABLE ELECTRONIC DEVICES AND REMOVABLE STORAGE MEDIA (CEU: 1) | Optional unless directed by your Major Command, Activity, Installation or Supervisor. | --

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Trusted sites | Protected Mode: Off 125%

Security Warning

Do you want to view only the webpage content that was delivered securely?

This webpage contains content that will not be delivered using a secure HTTPS connection, which could compromise the security of the entire webpage.

More Info   Yes   No

Select "No" if prompted with the security warning.

Complete the training by following the instructions throughout the course.

ADP

Naval Acquisition Development Program

Now watching: **Introduction**

Menu   Resources

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Web-based Training for
Naval Acquisition Development Program
(NADP)
Employees

NADP Training for Employees

NADP Training for Employees