INSTRUCTIONS TO ACCESS THE NADP EMPLOYEE ORIENTATION TRAINING

- 1. Login to Total Workforce Management Services (TWMS) by going to: <u>https://mytwms.navy.mil</u>
- 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 <u>NACC_Career_Management@navy.mil</u> 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: <u>https://mytwms.navy.mil</u>

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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) Scroll down until you find the training. Available trainings are listed alphabetically.	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.	
NADP CAREER FIELD MANAGERS (CFM) TRAINING (CEU: 0)		
NADP DON INTERIM PERFORMANCE MANAGEMENT SYSTEM (CEU: 1)		
NADP Employee Orientation Training (CEU: 0)		
NAVAIR 2014 ANNUAL ETHICS TRAINING (CEU: 0) Select the "NADP Employee		
<u>Navigating USA Staffing's Selection Manager for NADP (CEU: 0)</u> Orientation Training (CEU: 0)" link.		
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)		1
<u>NCIS EEO TRAINING (CEU: 1)</u>		
• 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.	



