

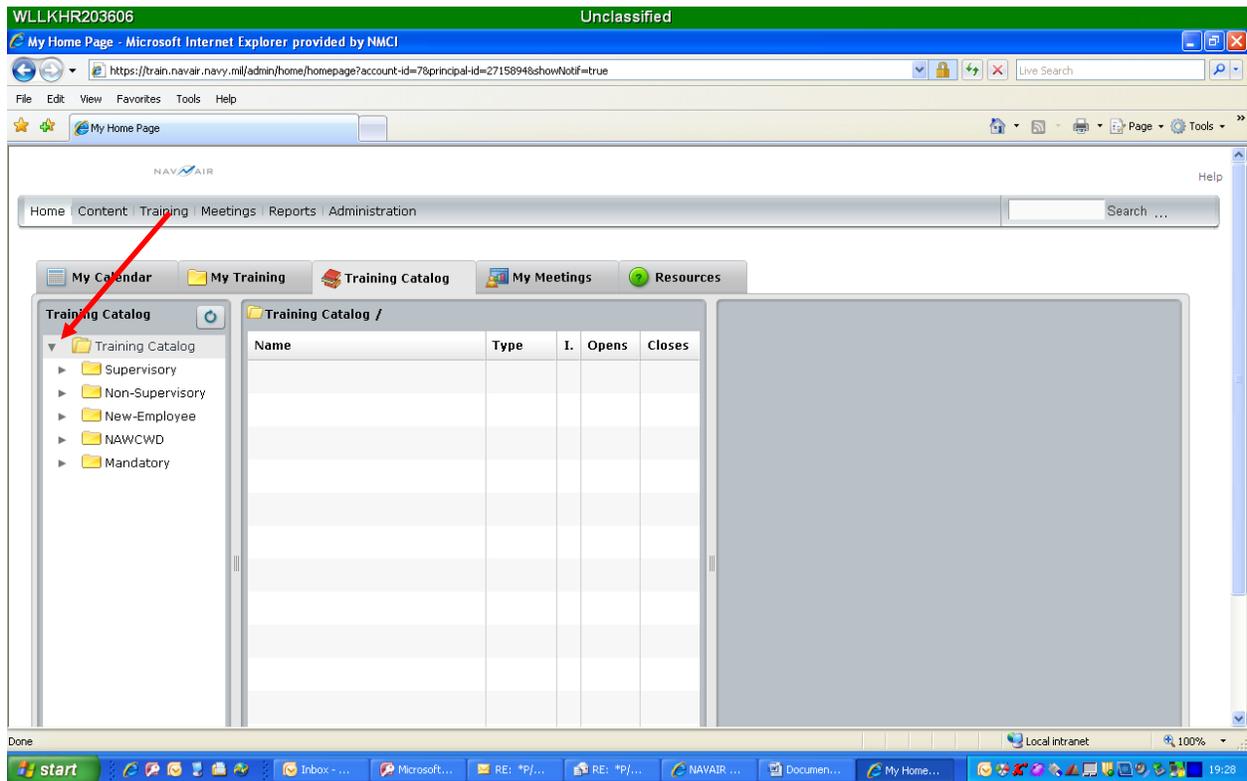
Go to the Career Development (CDO) Community of Interest (CIO) – direct link:

<https://mynavair.navair.navy.mil/portal/server.pt/?space=CommunityPage&cached=true&parentname=MyPage&parentid=1&control=SetCommunity&CommunityID=766>

Click on NAVAIR eLearning and Required Training and then View the CDO Training Console

The screenshot shows a Microsoft Internet Explorer browser window displaying the NAVAIR Career Development website. The browser's address bar shows the URL: <https://mynavair.navy.mil/portal/server.pt?space=CommunityPage&cached=true&parentname=MyPage&parentid=1&control=SetCommunity&CommunityID=766>. The website header includes "WLLKHR203606" and "Unclassified". The main navigation bar contains "My Home", "Welcome, cac\cynthia.m.jones", "My Account", and "Log Off". Below this is a search bar and a "Help" button. The website's main content area is titled "CAREER DEVELOPMENT" and features a "What's New In Career Development?" section with a "CAO CONOPS NAVAIR CAREER GUIDEBOOK" banner. A "Breaking News" section lists several items, including "Operational Risk Management Training due 30 December - See Below" and "NAVAIR Career Guidebook Available". The left sidebar contains a "Community Mission" section and a list of links, with "NAVAIR eLearning and Required Training" highlighted. A red arrow points from this sidebar link to the "View the CDO Training Console" link in the main content area. Another red arrow points from the "View the CDO Training Console" link to the "Operational Risk Management Training" section. The bottom of the browser window shows the Windows taskbar with the start button and several open applications, including "Inbox - Mic...", "Microsoft Ac...", "RE: *P/A*U...", "Career Deve...", and "Document1 ...". The system tray shows the time as 19:23.

Click on the arrow next to Training Catalog. This will expand the catalog



Click on Mandatory Training and then scroll to the bottom of the list (may have to scroll down on your screen first (blue))

The screenshot shows a web application interface with a navigation menu at the top: My Calendar, My Training, Training Catalog, My Meetings, and Resources. The 'Training Catalog' is selected, showing a tree view on the left with folders for Supervisory, Non-Supervisory, New-Employee, NAWCWD, and Mandatory. A red arrow points to the 'Mandatory' folder. The main content area displays a table of training courses under the heading 'Training Catalog / Mandatory /'. The table has columns for Name, Type, I., Opens, and Closes. The '2010 Annual Security Refresher Training' entry is selected and expanded to show details: Name (2010 Annual Security Refresher Training), Summary (In accordance with SECNAV Instruction 5510.30A, Required Annual Security Training must be completed by all-hands (civilian, military and contractors) no later than 31 January 2011.), Open Date (11/18/2010 2:45 PM), Close Date, and Enrollment Status (You are currently not enrolled.). An 'Enroll' button is visible below the enrollment status. The Windows taskbar at the bottom shows the start button, several open applications, and the system clock at 19:29.

Name	Type	I.	Opens	Closes
2011 Annual Ethics Training	Curricu...		12/2...	
2011 Anti-Terrorism Force Prot.	Curricu...		03/1...	
2011 Combating Trafficking in .	Curricu...		06/1...	
2011 Operational Risk Manage.	Curricu...		08/2...	
2011 Personally Identifiable In.	Curricu...		06/1...	
2011 Records Management (D.	Curricu...		06/1...	
2011 Suicide Prevention	Curricu...		01/1...	
DOD Information Assurance A.	Curricu...		01/1...	
No Fear Act Training	Curricu...		03/2...	
Privacy Act Stand Down Safeg..	Curricu...	E	05/1...	
Privacy Act Stand Down Safeg..	Curricu...	S	05/1...	
STRL 101 for Employees and S.	Curricu...		02/0...	
Understanding CAO CONOPS	Curricu...		05/3...	

Click on **Understanding CAO CONOPS** (currently last course in list and click on Enroll (this says view but yours should say enroll) (may have to scroll down)

The screenshot shows a web browser window with the following content:

Training Catalog

Name	Type	I.	Opens	Closes
2011 Annual Ethics Training	Curricu...		12/2...	
2011 Anti-Terrorism Force Prot.	Curricu...		03/1...	
2011 Combating Trafficking in .	Curricu...		06/1...	
2011 Operational Risk Manage.	Curricu...		08/2...	
2011 Personally Identifiable In.	Curricu...		06/1...	
2011 Records Management (D.	Curricu...		06/1...	
2011 Suicide Prevention	Curricu...		01/1...	
DOD Information Assurance A.	Curricu...		01/1...	
No Fear Act Training	Curricu...		03/2...	
Privacy Act Stand Down Safeg..	Curricu...	E	05/1...	
Privacy Act Stand Down Safeg.	Curricu...	S	05/1...	
STRL 101 for Employees and S.	Curricu...		02/0...	
Understanding CAO CONOPS	Curricu...		05/3...	

Understanding CAO CONOPS

do business. It's intended as a follow-on to the CAO CONOPS Overview presentation and provides a deeper examination of CONOPS fundamentals for the workforce.

The Command Leadership Team (CLT) directed that this training is "required". Competencies and PEOs determined which portions of their workforce should complete the CBT. As a result, we have been advised that this training will be "required" for all of the workforce nationally except for 6.0 FRC Codes (6.1, 6.2, 6.3, 6.4, 6.5). Additionally, AIR-6.0D and Department Heads (GS-15's) in the 6.0 Competency are required to take this training regardless of their code. We will require end-of-the monthly completion metrics with regard to that distribution.

Open Date 05/31/2011 2:15 PM
Close Date
Enrollment Status You are enrolled in this item.

[View](#)

You will get an acknowledgement that you are enrolled. Click OK.

The screenshot shows a Microsoft Internet Explorer browser window displaying a training catalog. The browser's address bar shows the URL: <https://train.navy.mil/admin/home/homepage?account-id=78&principal-id=2715894&showNotif=true>. The page content includes a 'Training Catalog' sidebar, a main table of training items, and a detailed view for '2011 Annual Ethics Training'. An 'Adobe Acrobat Connect 7 Professional' dialog box is overlaid on the table, displaying a yellow warning icon and the text: 'Enrollment Approved. Your request for enrollment has been approved. You can view the item from this site or from your Home Page.' with an 'OK' button. A red arrow points from the 'OK' button back to the '2011 Annual Ethics Training' entry in the table.

Name	Type	I.	Opens	Closes
2011 Annual Ethics Training	Curric...		12/2...	
2011 Anti-Terrorism Force Prot.	Curric...		03/1...	
2011 Combating Trafficking in .	Curric...		06/1...	
2011 Operational Risk Manage...	Curric...			
2011 Personally I				
2011 Records Ma				
2011 Suicide Prev				
DOO Information				
No Fear Act Training	Curric...		03/2...	
Privacy Act Stand Down Safeg..	Curric...	E	05/1...	
Privacy Act Stand Down Safeg..	Curric...	S	05/1...	
STRL 101 for Employees and S.	Curric...		02/0...	
Understanding CAO CONOPS	Curric...		05/3...	

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Click on View and your course will start (again may need to scroll down)

The screenshot shows a Microsoft Internet Explorer browser window displaying a training catalog. The browser's address bar shows the URL: <https://train.navy.mil/admin/home/homepage?account-id=78&principal-id=2715894&showNotif=true>. The page title is "WLLKHR203606 Unclassified".

The main content area is divided into two sections. On the left is a "Training Catalog" sidebar with a tree view showing categories like "Supervisory", "Non-Supervisory", "New-Employee", "NAWCWD", and "Mandatory". The main area displays a table of training courses under the heading "Training Catalog / Mandatory /".

Name	Type	I.	Opens	Closes
2011 Annual Ethics Training	Curricu...		12/2...	
2011 Anti-Terrorism Force Prot.	Curricu...		03/1...	
2011 Combating Trafficking in ..	Curricu...		06/1...	
2011 Operational Risk Manage..	Curricu...		08/2...	
2011 Personally Identifiable In.	Curricu...		06/1...	
2011 Records Management (D.	Curricu...		06/1...	
2011 Suicide Prevention	Curricu...		01/1...	
DOD Information Assurance A...	Curricu...		01/1...	
No Fear Act Training	Curricu...		03/2...	
Privacy Act Stand Down Safeg..	Curricu...	E	05/1...	
Privacy Act Stand Down Safeg..	Curricu...	S	05/1...	
STRL 101 for Employees and S.	Curricu...		02/0...	
Understanding CAO CONOPS	Curricu...		05/3...	

The right section shows the details for the "Understanding CAO CONOPS" course. It includes a description: "do business. It's intended as a follow-on to the CAO CONOPS Overview presentation and provides a deeper examination of CONOPS fundamentals for the workforce." Below this is a paragraph explaining that the training is "required" for all workforce nationally except for 6.0 FRC Codes (6.1, 6.2, 6.3, 6.4, 6.5). It also mentions that Department Heads (GS-15's) are required to take this training regardless of their code. The "Open Date" is 05/31/2011 2:15 PM, and the "Close Date" is not explicitly shown but the "Enrollment Status" is "You are enrolled in this item." A "View" button is located at the bottom of the details section.

Annotations: A red arrow points from the "View" button in the course details to the "View" button in the table. A blue arrow points from the "View" button in the course details to the "View" button in the table.

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