

CDNS Registration Form Instructions

CDNS is short for Computer Desktop Notification System. CDNS is the system used by shore commands to provide simultaneous emergency notifications to OneNet computer desktops, as well as home, work and mobile email and telephones

Directions for Sponsors and their Family Members

Provide information on the "Contact Information" sheet (link on CFAY site).

The "Examples" sheet (link on CFAY site) provides some sample entries.

1. Sponsors using OneNet computers at work, enter data for family members only. Sponsor data is entered into CDNS using a OneNet work computer, via the purple globe in the system tray.

2. Sponsors using ship or other networks, enter data for sponsor and family members.

Data not required for family members who don't have their own email address or phone.

Data Field	Description
Sponsor's Command	All people at a command must use the same command name
	Use the common abbreviation (i.e. SRF, USNH-Y)
	For ships, provide ship type and hull number (i.e. DDG-82)
	For aircraft squadrons, provide squadron number (i.e. VFA-102)
	For operational staffs, use the common name (i.e. COMPHIBRON-11)
	For detachments, provide local unit name (i.e. SRF Det Sasebo)
Sponsor's First Name	Enter sponsor's first name
	For a name which includes junior or a number, put with the first name (i.e. John Jr.)
	Insert a dash for a hyphenated name
Sponsor's Last Name	Enter sponsor's last name
	Insert a dash for a hyphenated name
Sponsor's PRD	Type as day-month-year (i.e. 31 Mar 16)
	Don't try to change the format of this entry
	Put last day of month if date unknown
Your First Name	Sponsor and family members enter their first name
	For people who's first name includes junior or a number, list this at the end of the first name (i.e. John Jr.)
	Insert a dash for a hyphenated name
Your Last Name	Sponsor and family members enter their last name
	Insert a dash for a hyphenated name
Relationship to Sponsor	Enter wife, husband, son, daughter, etc.
Your Building Number	For sponsor, put work building (letter and/or number)
	If sponsor works on a ship, leave blank
	For family member living on base, put home building (letter and/or number)
	For family living off base, put the city and Japanese 7-digit postal code (if you know it)
Your Work Email	If you don't work, you can enter an alternate email address, such as cellphone, email or webmail address
Your Home Email	If you don't have a home email address, you can enter an alternate email address, such as cell phone email or webmail address
Your Work Phone	Provide DSN work phone number, WITH dashes
Your Mobile Phone	Provide full cell phone number, WITH dashes
Your Home Phone	Provide full home number or second cellphone number, WITH dashes
Your Fax	Provide full fax number, WITH dashes

Save the completed form to your computer, attach it to an email, and send it to CFAY-CDNS@fe.navy.mil

Directions for Command Representatives

Provide info via disk or secure email to the Emergency Management Officer (EMO) at your installation. Their contact numbers are provided below. When filled out, this file will contain PII - handle securely until provided to the EMO. The filename must include the unit name and date (i.e. SRF 1Apr2012). Units must update or verify this information quarterly.

CFAY EMO 243-1713 or 1714