

# MANDATORY TRAINING

Current as of: June 2019

Course Title	Frequency	Target Audience	Training Location
No FEAR Act	Every two years	All employees	CLC (self-paced course)
Information Technology Security Awareness Course	new employees w/in 72hrs of EOD. Upon receipt of OCIO's email directive with respective due date	All employees	<a href="https://campus.noaasecure.us/index.k2">https://campus.noaasecure.us/index.k2</a>
Performance Management Overview (NOAA Supervisor Series)	Annual	All employees	CLC (self-paced course)
Records Management 101	Annual	All employees	(self-paced course) CLC or <a href="http://www.corporateservices.noaa.gov/audit/records_management/Training.html">http://www.corporateservices.noaa.gov/audit/records_management/Training.html</a>
How to Protect Personally Identifiable Information (PII) and Business Identifiable	Annual	All employees	CLC (self-paced course)
Initial and Ongoing Supervisory Training (Management Skills for New Supervisors)	w/in first year of supervision then every three years following	All supervisors	Classroom (one week). POC: Eric M. Welling, Performance Culture and Learning Branch
Maximizing Employee Performance Curriculum	One time	All supervisors	CLC (limited to supervisors only) (self-paced course)
Promoting a Substance-Free Workplace	Initial then every three years	All supervisors	CLC (self-paced course)
NOAA Supervisor Roles and Responsibilities (online) NOAA Safety Management for Supervisors (online) NOAA Safety Skills for Supervisors *Three part training, two prerequisite courses and the last is an instructor-led course	Every three years	All supervisors	CLC (self-paced) and Instructor Lead Classroom. POC: Adrain Kendrick, OCAO SECO
High Threat Security Overseas Seminar	Every 5 years	Employees that travel overseas less than 45 cumulative days per calendar year	<a href="https://fsitraining.state.gov/Home/Index/8">Foreign Service Institute (FSI)</a> 8-module online course (\$80) See also: <a href="https://fsitraining.state.gov/Home/Index/8">https://fsitraining.state.gov/Home/Index/8</a>
Foreign Affairs Counter Threat (FACT) Course	Every 5 years	Employees that travel overseas more than 45 cumulative days per calendar year	<a href="https://fsitraining.state.gov/Home/Index/8">Foreign Service Institute (FSI)</a> 5-day practical, hands-on training (\$1,885) See also: <a href="https://fsitraining.state.gov/Home/Index/8">https://fsitraining.state.gov/Home/Index/8</a>
Americans with Disabilities Act: An Overview for Managers	One time	Hiring Managers	CLC (self-paced course)
A Roadmap to Success: Hiring, Retaining, and Including People with Disabilities	One time	HR Professionals	CLC (self-paced course)
Veteran Employment Training	Annual (Email sent from DOC in March with 31 March completion date)	HR Professionals, Hiring Managers, Supervisors	CLC (self-paced course)
Uniformed Services Employment and Reemployment Right Act of 1994 (USERRA) (USERRA: An Overview)	Annual (Email sent from DOC in March with 31 March completion date)	HR Professionals, Hiring Managers, Supervisors	CLC (self-paced course)
Veterans Employment Training	Annual (Email sent from DOC in March with 31 March completion date)	HR Professionals, Hiring Managers, Supervisors	CLC (self-paced course)
Master Timekeeper Training (NOAA/WFMO/Human Capital Policy Division)	One time	Master Timekeepers and Time keepers	CLC (self-paced course)
The US Constitution	One time	New employees	CLC (self-paced course)
NOAA New Employee SECO Orientation (Safety)	One time	New employees	CLC (self-paced course)
The Plain Writing Act	One time	New employees	CLC (self-paced course)
Telework Fundamentals for Managers	One time	Supervisors of teleworkers	CLC (self-paced course)
Telework Fundamentals for Employees	One time	Telework employees	CLC (self-paced course)