

Federally Mandated Training for Federal Employees

Federally Mandated Training, as defined on the Standard Form (SF) 182 *Authorization, Agreement and Certification of Training*, is “mandatory training for all employees Governmentwide”, or in some cases, groups of employees across Federal agencies and departments. This includes training mandated by Executive order, Federal statute, or regulation such as computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), and training for managers and supervisors (5 CFR 412.202). Below is a chart listing mandatory training for Federal employees and the legal citation for each topic.

Listed below are two types of Federally Mandated training:

- Mandatory Training for all Federal Employees
- Mandatory Training for specific groups of employees (e.g., supervisors, contract officers)

Mandatory Training for all Federal Employees	Legal Citation	Frequency
No FEAR Act – Agencies are required to develop training on the rights and remedies applicable to agency employees regarding antidiscrimination laws and whistleblower protection laws. For more information on No Fear Act training, go to http://www.eeoc.gov/	5 CFR 724.203	On a training cycle of no longer than every 2 years
Ethics Awareness – Agencies are required to provide annual ethics training to employees identified in the regulation, such as political appointees and contracting officers. Agencies must provide ethics training to new agency employees within 90 days of their entrance on duty. For more information on ethics awareness, go to http://www.usoge.gov/	5 CFR 2638.705	Annually
IT Security Awareness – Agencies are required to develop a plan for Federal information systems security awareness and training.	5 CFR 930.301	Annually
Equal Employment Opportunity – Agencies are	29 CFR 1614.102(a)(4)	On a continuous basis

<p>required to communicate (i.e., through training) to their employees their equal employment opportunity policy and programs. For more information on EEO training, go to http://www.eeoc.gov/</p>		
<p>Constitution – Agencies are required to provide new employees with education and training materials concerning the United States Constitution. Note: Employees are not required to take Constitution Day training. Agencies are required annually to provide materials on the Constitution to all employees.</p>	<p>Section 111 of Title I, Division J, of the Fiscal Year 2005 Consolidated Appropriations Act (Pub. L. 108-447)</p>	<p>Upon entry for new employees and. on September 17th of each year for all employees.</p>
<p>Performance Management – Agencies are required to communicate (i.e., through formal training) the relevant parts of their performance appraisal system.</p>	<p>5 CFR 430.209(c)</p>	<p>There is no time-frame specified in 5 CFR 430.209(c); however, OPM recommends agencies communicate the features and results of agency performance management system annually to employees and their supervisors.</p>
<p>Occupational Health and Safety – Agencies are required to provide appropriate health and safety training to employees, including specialized job safety and health training appropriate to work performed by the employee. Training should inform employees of agencies’ health and safety programs. For more information on occupational health and safety training, go to http://www.osha.gov/dte/index.html.</p>	<p>29 CFR 1960.59(a)</p>	<p>There is no time frame specified.</p>
<p>Plain Writing Act – Agencies are required to provide training in plain writing to agency employees. Agencies should design a plan to determine which</p>	<p>Public Law 111-274</p>	<p>The deadline for implementing training agency employees was July 13, 2011, but there is no other specified</p>

<p>employees would benefit the most from this training, as well as provide training to new employees. Senior officials are responsible for overseeing their agency's implementation of this training to employees, and establish a process for the agency to oversee its ongoing compliance with the Act's requirements. For more information on plain language training, go to http://www.plainlanguage.gov/index.cfm.</p>		<p>time frame for this training.</p>
<p>Records Management Training – Agencies must provide training on policies, responsibilities, and techniques for the implementation of recordkeeping requirements and the distinction between records and nonrecord materials, regardless of media, including those materials created by individuals using computers to send or receive electronic mail.</p>	<p>36 CFR 1222.20</p>	<p>No specific timeframe</p>
<p>Safeguard Against Breach of Personally Identifiable Information (PII) – Agencies must provide training to employees their privacy and security responsibilities before permitting access to agency information and information systems.</p>	<p>OMB-07-16; Privacy Act of 1974</p>	<p>Initial training before access to information and systems, thereafter, annually.</p>

Mandatory Training for Specific Groups of Employees	Legal Citation	Frequency
<p>Initial and Ongoing Supervisory training – Agencies are required to provide training to develop supervisors and managers as part of a comprehensive management succession program.</p>	<p>5 U.S.C. 4121</p>	<p>Initial supervisory training within one year of a new supervisor’s appointment; ongoing supervisory training at least once every three years</p>
<p>Uniformed Services Employment and Reemployment Rights Act of 1994, Pub. L. 103-353 (USERRA) – Agencies must provide training to human resources personnel on items including rights, benefits, and obligations of members of the uniformed services. For more information on USERRA, go to http://www.dol.gov/vets/programs/userra/</p>	<p>38 U.S.C. 4335</p>	<p>Recommended annually pending final regulation</p>
<p>Occupational Safety and Health Training for Supervisors – Agencies must provide occupational health and safety training for supervisors focusing on supervisory responsibilities for providing and maintaining safe and healthful working conditions for employees. For more information on occupational health and safety training for supervisors, go to http://www.osha.gov/dte/index.html</p>	<p>29 CFR 1960.55</p>	<p>There is no time-frame specified</p>
<p>Veteran Employment Training for Federal Hiring Managers – Agencies must provide training to hiring managers concerning veterans’ employment, including training on veterans’ preferences and special authorities for the hiring of veterans. There is a free training available on HR University at http://hru.gov/course_catalog.aspx.</p>	<p>Executive Order 13518</p>	<p>Annual</p>
<p>Veteran Employment Training for Federal Human Resources Professionals – Agencies must provide training to human resources personnel concerning veterans’ employment, including training on veterans’</p>	<p>Executive Order 13518</p>	<p>Annual</p>

<p>preferences and special authorities for the hiring of veterans. There is a free training available on HR University at http://hru.gov/course_catalog.aspx.</p>		
<p>Drug Free Workplace Training for Supervisors –Agencies must provide supervisory training to assist in identifying and addressing illegal drug use by agency employees.</p>	<p>Executive Order 12564</p>	<p>There is no time-frame specified</p>
<p>Employment Individuals with Disabilities Training for Federal Human Resources Professionals – Agencies must provide training to human resources personnel on the employment of individuals with disabilities.</p>	<p>Executive Order 13548</p>	<p>There is no time-frame specified</p>
<p>Employment Individuals with Disabilities Training for Federal Hiring Managers – Agencies must provide training to hiring managers on the employment of individuals with disabilities.</p>	<p>Executive Order 13548</p>	<p>There is no time-frame specified</p>
<p>Insider Threat Awareness Training – Agencies must provide training to all cleared employees within 30 days of initial employment, entry-on-duty (EOD), or following the granting of access to classified information. The training shall address current and potential threats in the work and personal environment.</p>	<p>Executive Order 13587</p> <p>National Insider Threat Policy</p>	<p>Within 30 days of initial employment, EOD, or following the granting of access to classified information. Annually thereafter</p>
<p>Contract Officer (CO) Training (Non-DoD) – Employees in the GS-1102 series must have a Federal acquisition certification. Note: The GS-1102 federal acquisition certification is not mandatory for all GS-1102s. However, members of the workforce issued new CO warrants on or after January 1, 2007, regardless of GS series, must be certified at an appropriate level to support their warrant obligations. New CO warrants are defined as warrants issued to employees for the first time at a department or agency. This requirement does not apply to senior level officials responsible for delegating procurement</p>	<p>Office of Federal Procurement Policy Act (41 U.S.C. § 414(b)(6)), sections 37(g)(1) and (g)(3) of the OFPP Act, as amended (41 U.S.C. §§ 433(g)(1) and (3)), White House Policy Letter 05-01; OMB 06-01</p>	<p>Initial certification; GS-1102s, including all warranted Contracting Officers regardless of series, shall earn 80 continuous learning points every two years to maintain the GS-1102 federal acquisition certification.</p>

authority or those whose warrants are generally used to procure emergency goods and services. Department of Defense COs follow Defense Acquisition Workforce Improvement Act (DAWIA) (10 U.S.C. §§ 1741-46).		
Contract Technical Representative (COTR) or Contract Officer Representative (COR) – Agencies must provide initial and refresher training to employees serving in a COTR or COR role.	September 6, 2011 OFPP Memorandum: Revisions to the Federal Acquisition Certification for CORs (FAC-COR); White House Policy Letter 05-01	Initial training before serving as COTR or COR; thereafter, agencies are encouraged to require, at a minimum, 40 continuous learning points every two years
Purchase Card Training – Agencies must provide training to employees who use purchase cards and purchase card managers.	EO 12931; Federal Acquisition Regulation (FAR) Subpart 13.201(b), OMB Circular A-123 Appendix B	When receiving the purchase card and minimum every three years
Travel Card Training – Agencies must provide training to employees who receive a travel card.	41 CFR Chapters 301 - 304	When receiving the travel card and then minimum every three years
Telework Training for Employees – Agencies must provide interactive training to eligible employees.	Telework Enhancement Act (PL 111-292)	Employees must complete the training prior to signing their telework agreement. No specified timeframe after entering into a telework agreement
Telework Training for Supervisors – Agencies must provide interactive training to supervisors and managers who supervise eligible employees for telework.	Telework Enhancement Act (PL 111-292)	No specified timeframe
Classified National Security Information – Agencies that originate or handle classified information must provide security education and training to its employees.	Executive Order 13526	No specified timeframe

OPM recognizes most agencies have their own required training. Unlike Federally mandated training, this type of training is not mandated by Federal statute for all Federal employees. Agency Required Training as defined on the SF 182 is “required by the agency and provided to Federal employees to achieve the goals and objectives of the Agency as needed.” Employees should contact their agency human resource office to determine which training is required for their particular agency.