

Department of Energy Mandated Training

All Energy Federal employees and selected groups of contractor employees are required by law to complete specific, Federal ethics, employee conduct, and human resource management; safety; physical, personal, and information security; and continuity of operations training requirements. Departmental Heads of Elements may impose additional requirements to meet specific program or functional needs (DOE O 360.1B TRAINING Section 5.g.(3)). For example, all DOE employees with security clearances above basic building entry are required to take an on-line class annually, but that training is administered apart from these classes. Employees are required to ensure that their training record, which can be accessed through Employee Self-Service, is complete; responsible offices use official training records to prepare reports to Congress. If completed training is not on the record, then employees should contact their Enterprise Training Service Training Consultant at - <http://humancapital.doe.gov/contact-service-train.htm> .

The following charts provide an overview of the mandated training requirements.

Course/Audience	Cycle	Contact for Inquiries
New Employee Orientation	Entry-On-Duty	Tonya Johnson 202-586-3303
Audience: All new and returning Federal employees. 2-6 hours		

The following courses will be available on the DOE On-Line Learning Center: <https://olc2.energy.gov/plateau/user/login.jsp> .

Annual Security Refresher Briefing	Annual – Jan-Apr	ASRB@hq.doe.gov
Audience: Headquarters Federal and contractor employees, and other government agency personnel detailed to DOE Headquarters with an access authorization (Q or L badge). 1 hour		
Federal Information Systems Security Awareness Training (ISS-DOD)	Annual – Apr-Jun	cyber.security@hq.doe.gov
Audience: OCIO served Federal and contractor employees. 1 hour.		
Worker Protection Training	Annual	David Smith 301-903-4669
Audience: All Federal employees and all co-located contractor employees. 1 hour		
Continuity of Operations Training (COOP)	Annual	Al Cerrone 301-903-5886
Audience: Federal employees Oct-Dec and contractor employees Jan-Apr. 1 hour		

Annual DOE Ethics Training (& Federal Hatch Act Training)	Annual Oct-Dec	standardsofconduct@hq.doe.gov
Audience: in general, GS/GM-15 & ES pay band IV and below occupying positions for more than 60 days during reporting period; persons working pursuant to an IPA; nonexempt positions holding a Contracting Officer's Warrant; COR/COTR; purchase card holder with a transactional limit exceeding \$3,000; and other employees as required. 1 hour		
Privacy Act Training	Annual Apr-Jun	privacy@hq.doe.gov
Audience: all Federal and contractor employees. 1 hour		
Prevention of Sexual Harassment	Every 2 years	Sexual Harassment Hotline 202-586-2220
Audience: all Federal employees. 1 hour		
No Fear Act Training	Every 2 years	Neil Schuldenfrei 202-586-5687
Audience: all Federal employees. 1 hour		
Uniformed Services Employment and Reemployment Rights Act	Annual	Bruce Murray 202-586-3372
Audience: all Federal human resources and supervisory employees involved in related human resources management actions		

The following requirements can be met through a combination of on-line or classroom training and/or attendance and participation in relevant conferences or special projects.

Course/Audience	Cycle	Contact for Inquiries
EEO Training – Non-Supervisors	Annual	Neil Schuldenfrei 202-586-5687
Audience: all Federal non-supervisory employees. 3 hours		
EEO Training – Supervisors	Annual	Neil Schuldenfrei 202-586-5687
Audience: all Federal supervisory employees. 4 hours		

New Federal supervisors are required to complete the following on-line and classroom training within 12 months of entering officially into their position as a supervisory official.

Course/Audience	Source	Hours
EEO Training - Supervisors	On-Line, Classroom, Conferences	4
No Fear Act Training	On-Line Learning Center	1

Individuals in positions designated under National Security Professional Development program participate in the following program.

Course/Audience	Source	Hours
National Security Professional Development- selected individuals	On-Line: DOE and non-DOE	extensive

The Department maintains a website with general information on most requirements mandated for all Federal government employees:

[Department of Energy - Federal Regulations and Guidance
http://www.cio.energy.gov/policy-guidance/federal_regulations.htm](http://www.cio.energy.gov/policy-guidance/federal_regulations.htm)