

## NNSA Mandatory Training

NNSA employees and selected groups of contractor employees are required by law to complete specific training requirements. These requirements are normally announced through NNSACasts or office announcements to all affected employees.

Course Title	Target Audience	Cycle	Hours	Responsible Office	DOE Reference	Federal References	NNSA Program Office	Point of Contact
Annual Security Refresher Briefing	All employees w/ a Security Clearance	Annual	1	Health, Safety and Security	DOE M 470.4-1 Part 2, Sec K, Para 4c, Refr Briefing	32 CFR 2001.40	Associate Administrator for Defense Nuclear Security (NA-70)	Paul Ruehs (301) 903-7189
Federal Information Systems Security Awareness Training (ISS-DOD)	OCIO served Federal and contractor employees	Annual	1	Chief Information Officer	DOE O 205.1A DOE Cyber Sec MGMT	Homeland Security Pres. Directive (HSPD) -7	Immediate Office of the Administrator (NA-1)	Danica Wheelock (505) 586-2150
Worker Protection Training	All Federal employees and all co-located contractor employees	Annual	1	Health, Safety and Security	DOE O 440.1B Worker Protection MGMT for DOE Fed and (Co-Located) Contr. Empl.	E.O. 12196 Occup safety and health programs for Feds, 10 CFR 851, and 29 CFR 1960	Immediate Office of the Administrator (NA-1)	David Smith (301) 903-4669 Paul Jenkins (505) 842-7117 David McKay (505) 842-7102
Continuity of Operations Training (COOP)	All Federal and contractor employees	Annual	1	Office of Emergency Operations	DOE O 150.1 Continuity Programs	Nat'l Sec Pres. Directive 51, Homeland Security Presidential Directive 20	Assoc Admin for Emergency Operations (Office of Emergency Mgmt Support)	Al Ceronne (301) 903-5886
Annual DOE Ethics Training	Selected employees	Annual	As req'd	Assistant General Counsel for General Law	DOE O 326.1 Confidential Fin Disclosure Reports (OGE 450)	5 CFR §2638.703(b) and EO 11348 – Part 2638, Subpart G, 5 USC 7321-26 and 5 CFR 733-734	Immediate Office of the Administrator (NA-1)	Sue Wadel (202) 586-4040 Yvonne Stewart (202) 586-1522
Federal Hatch Act Training	Employees as required	Periodic	As req'd	Assistant General Counsel for General Law	DOE O 326.1	5 U.S.C 7321-7326	Immediate Office of the Administrator (NA-1)	Sue Wadel (202) 586-4040 Yvonne Stewart (202) 586-1522
Privacy Act Training	All Federal and contractor employees	Annual	1	Office of Management	DOE O 206.1 - DOE Privacy Program	OMB Memo 07-16, "Safeguarding Against and Responding to Breaches of PII"	Administrator & Under Secretary for Nuclear Security	Jerry Hanley (202) 586-0483
EEO Training - Supervisors	All Federal supervisors	Annual	4	Office of Civil Rights and Diversity	DOE O 311.1b Section 4.c.	EO 11348 and 29CFR§ 1614.102	Assoc Admin for Mgmt and Admin (Office of Diversity Programs)	Neil Schuldenfrei (202) 586-5687 Gloria Smith (202) 586-2118 Traci Becerra (202) 586-5687
EEO Training - Non-Supervisors	All Federal non-supervisors	Annual	3	Office of Civil Rights and Diversity	DOE O 311.1b Section 4.c.	EO 11348 and 29CFR§ 1614.102	Assoc Admin for Mgmt and Admin (Office of Diversity Programs)	Neil Schuldenfrei (202) 586-5687 Gloria Smith (202) 586-2118 Traci Becerra (202) 586-5687
Prevention of Sexual Harassment Training	All Federal employees	2 years	3	Office of Civil Rights and Diversity	DOE O 311.1b Section 4.d.	EO 11348 and 29CFR§ 1614.102	Assoc Admin for Mgmt and Admin (Office of Diversity Programs)	Neil Schuldenfrei (202) 586-5687 Gloria Smith (202) 586-2118 Traci Becerra (202) 586-5687
No Fear Act Training	All Federal employees	2 years	1	Office of Civil Rights and Diversity	DOE N 251.27 (Draft Order in development.)	Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002 (No FEAR Act), Public Law 207-174, 5 USC 2302(b)(8) and PL 207-174	Assoc Admin for Mgmt and Admin (Office of Diversity Programs)	Daniel Broehl (202) 586-0696 Neil Schuldenfrei (202) 586-5687
No Fear Act Training	New Federal Supervisors	1st year	1	Office of Civil Rights and Diversity	DOE N 251.27 (Draft Order in development.)	Notification and Federal Employee Anti-discrimination and Retaliation Act of 2002 (No FEAR Act), Public Law 207-174, 5 USC 2302(b)(8) and PL 207-174	Assoc Admin for Mgmt and Admin (Office of Diversity Programs)	Daniel Broehl (202) 586-0696 Neil Schuldenfrei (202) 586-5687

EEO Training for Supervisors	New Federal Supervisors	1st year	4	Office of Civil Rights and Diversity	DOE O 311.1b Section 4.c	EO 11348 and 29CFR§ 1614.102	Assoc Admin for Mgmt and Admin (Office of Diversity Programs)	Neil Schuldenfrei (202) 586-5687 Gloria Smith (202) 586-2118 Traci Becerra (202) 586-5687
Uniformed Services Employment and Reemployment Rights Act	All personnel specialists, training specialists, and all supervisory officials with activated employees	Annual		HC-10 Policy	none	Uniformed Services Employment and Reemployment Act (USERRA) of 1994	HC-10 Policy	Bruce Murray (202) 586-3372
National Security Professional Development Program	Positions identified as National Security Professionals	1st year	40	Office of the Chief Human Capital Officer and NNSA NA-40	none	Executive Order (EO) 13434 on National Security Professional Development (NSPD)	DOE, Chief Human Capital Officer and NNSA NA-40	DOE/Gretel Pinkney, HC-20 (202) 586-9563 NNSA/Carl Pavetto, NA-40, (202) 586-8651 Karen Lerma (505) 245-2153