

2008 Mandatory Training Requirements

COMPUTER SECURITY:		
COMPUTER SECURITY AWARENESS	Required initially and annually for all FEMA employees (PFT, CORE, Stafford Act, local hires, and contractor personnel) having access to any FEMA network.	Jack Bowers Information Technology Services-Office of Cyber Security (540) 542-2410
SIGNIFICANT SECURITY RESPONSIBILITIES Information Systems Security Officer (ISSO), Designated Accrediting Authority (DAA), System Administrator Training	Role Based Training is required for all personnel (FEMA employees and contractors) with significant security responsibilities (e.g., ISSO, DAA, and Systems Administrators)	Jack Bowers Information Technology Services-Office of Cyber Security (540) 542-2410
Homeland Security Information Network (HSIN)		Awaiting input
CONSTITUTION EDUCATION		
The Agency will provide each new employee of the agency or department with educational and training materials concerning the United States Constitution as part of the orientation materials provided to the new employee	Provided when new employee enters on duty and takes the oath	Elizabeth Gober Learning and Development Human Capital Div (703) 605-4316
CONTINUITY OF OPERATIONS PLANNING		Awaiting Input
CUSTOMER SERVICE:		
FOUNDATIONS OF CUSTOMER SERVICE AT FEMA: DOING THE RIGHT THING or Online - Skill Soft: Customer Service Course Instilling Service Excellence (The E-X-C-E-L Acronym)	Required once during employment for all FEMA (PFT, CORE, and Stafford Act) employees regardless of any past courses. (Four hours, classroom setting.)	Kathy McKoy Learning and Development Human Capital Division (703) 605-4312
EQUAL RIGHTS:		
AWARENESS AND PREVENTION OF SEXUAL HARASSMENT	Required once a year for all FEMA (PFT, CORE, Stafford Act, and local hires) employees at Disaster Field Offices (DFOs)	Lois Cleveland Office of Equal Rights (202) 646-3836

	<u>ONLY</u> --and for those who are deployed longer than two weeks. Training is required no later than one year from the date taken in the previous fiscal year. (One to one and a half hours, classroom setting.)	
EQUAL RIGHTS ORIENTATION	Required once a year for all FEMA (PFT, CORE, Stafford Act, and local hires) employees at DFOs <u>ONLY</u> -- and for those who are deployed longer than two weeks. Training is required no later than one year from the date taken in the previous fiscal year. (One hour, classroom setting.)	Lois Cleveland Office of Equal Rights (202) 646-3836
VALUING DIVERSITY	Required once a year for all FEMA (PFT, CORE, Stafford Act, and local hires) employees at DFOs <u>ONLY</u> --and for those who are deployed longer than two weeks. Training is required no later than one year from the date taken in the previous fiscal year. (One to one and one half hours, classroom setting).	Lois Cleveland Office of Equal Rights (202) 646-3836
A Supervisors Guide to Equal Employment Opportunity (IS-16)	Required for all individuals serving as supervisors/managers during disaster operations. This course will be supplemented by other annual training.	Charmaine Jiles Office of Equal Rights (202) 646-3042
Employee Guide to Equal Employment Opportunities (IS 18)		Charmaine Jiles Office of Equal Rights
SECTION 508	Required once a year for all Purchase Card Holders. (Classroom Training 1.5 hrs)	Pauline Campbell Director, Office of Equal Rights (202) 646-4122
CHIEF COUNSEL		
ETHICS – NEW EMPLOYEE ORIENTATION	Within 90 days from the time that an employee begins work for an Agency, they	Vicki O’Keefe Office of the Chief Council

	<p>must provide the following:</p> <p>(a) Ethics Materials:</p> <ol style="list-style-type: none"> 1. The Standards of Ethical Conduct for Employees of the Executive Branch and any agency supplemental standards, directives, instructions, and/or regulations to keep or review*. 2. Summaries of the above Standards and supplements to keep. <p>(c) One Hour to Review. The Agency must give the employee at least one hour of official duty time to review the above items. This one hour period may be reduced by the amount of time the employee receives verbal ethics training during the 90-day initial employment period. Initial ethics training during the first year of FEMA service meets the annual ethics training requirements for those individuals who complete new entrant ethics training.</p>	(202) 646-3076
<p>ANNUAL ETHICS TRAINING FOR ALL NON-PUBLIC FINANCIAL DISCLOSURE FORM FILERS AND CONFIDENTIAL FINANCIAL DISCLOSURE FORM (OGE 450) FILERS</p> <p>MANDATORY ANNUAL ETHICS TRAINING-PUBLIC FINANCIAL DISCLOSURE FORM (SF 278) FILERS AND CONFIDENTIAL FINANCIAL DISCLOSURE FORM (OGE 450) FILERS (Cont.)</p>	<p>Each calendar year public financial disclosure form filers must receive verbal ethics training unless they are Special Government Employees or the designated agency ethics official finds that verbal training would be impractical.</p> <p>All such training may vary by topic from year to year, but must cover the Principles of Ethical Conduct, The Standards of Ethical Conduct, Agency Supplemental Ethics regulations, the Federal Conflict of Interest</p>	<p>Paul Conrad, Deputy Ethics Official, Office of the Chief Council (202) 646-4025</p>

	laws, and the Agency Ethics point of contact, including name, title, office address, email address and telephone address.	
NATIONAL INCIDENT COMMAND SYSTEM (NIMS)		
IS-100 INTRODUCTION TO THE INCIDENT COMMAND SYSTEM	<p>This course is designed to give an introduction to the principles, common terminology and position responsibilities when responding to an event using the Incident Command System.</p> <p>The course specifically discusses major ICS functions and their primary responsibilities, ICS organizational units, span of control, major incident facilities and the function of each, what an Incident Action Plan is and how it is used, and the common responsibilities associated with incident assignments from the Federal disaster response workforce.</p>	Tom Marlow EMI (301) 447-1060
IS-200 BASIC INCIDENT COMMAND SYSTEM	<p>This course has been developed to compliment the IS-100 course for the Federal disaster response workforce, and to take the student's education to the ICS 200 level.</p> <p>A disaster scenario threads throughout the course to describe the common responsibilities associated with incident assignments from a Federal disaster response workforce perspective. IS-100 is a pre-requisite to the IS-200 course.</p>	Tom Marlowe EMI (301) 447-1060
ICS-300 INTERMEDIATE INCIDENT COMMAND SYSTEM	The IS-300 course is a classroom based multi-discipline or multi-jurisdiction course	Martin Singer EMI

	intended for persons with supervisory responsibilities, such as the incident commander or planning section.	(301) 447-7297
IS-700 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS), AN INTRODUCTION	This course introduces NIMS and takes approximately three hours to complete. The course contains “Planning Activity” screens giving you an opportunity to complete some planning tasks. The planning activity screens are printable so that you can use them after you complete the course.	Tom Marlowe EMI (301) 447-1060
IS-800 THE NATIONAL RESPONSE PLAN/FRAMWORK: AN INTRODUCTION	This is a comprehensive, interactive Web-based introduction to the new federal protocol for responding to incidents of national significance,	Tom Marlowe EMI (301) 447-1060
SECURITY		
SECURITY EDUCATION AND TRAINING AWARENESS	Agency Staff who hold Security Clearances	Gene Griffe, Personnel and Information Security (202) 646-1350
Personally Identifiable Information/Sensitive But Unclassified /For Official Use Only (PII/SBU/FOUO)	All FEMA Employees	Gene Griffe, Personnel and Information Security (202) 646-1350
PRIVACY ACT TRAINING:		
Protecting Personally Identifiable Information (PII)	Required annually for all FEMA employees (PFT, CORE, Stafford Act, local hires, and contractor personnel) having access to PII. Current training methodology is by Power Point presentation maintained on the FEMA Intranet. Future training methodology to be determined.	John A. Sharett-Sullivan Office of Records Management Office of Management (202) 646-2625

NEW EMPLOYEE ORIENTATION		
Employees will receive a briefing in the classroom or at desk-side covering: FEMA Mission, History and Preparedness, Mitigation, Disaster Assistance and Operations and Assistance, and COOP.	Each employee receives this training within two months after coming on board.	Norman Townsend, Learning and Development Office of Human Capital (703) 605-4286
HUMAN RESOURCES:		
EMPLOYEE AWARENESS	Required once during employment for all FEMA (PFT, CORE, or Stafford Act) employees. These sessions provide an overview of human resources programs, policies and procedures. (One day, classroom setting)	Elizabeth Gober Learning and Development Human Capital Div (703) 605-4316
Human Resources for Supervisors and Managers	Required for New PFT Supervisors during the first year of appointment to a supervisory position and for all PFT supervisors who have not previously completed this requirement.	<i>Kamilah Cooper</i> <i>Office of Human Resources</i> <i>(703) 703-4280</i>
SAFETY, HEALTH		
REQUIRED SAFETY TRAINING DEVELOPMENT		
DF507 Safety Orientation		Owen Motter Occupational Safety and Health Section
FINANCIAL/ACQUISITION MANAGEMENT:		
CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR/COR)	Required for all COTR Nominees 40 hours of COTR training and at least one hour of procurement ethics training. Training may be completed in a classroom or online.	

PROGRAM MANAGER	Required for all Nominees for <u>Program Manager Level I</u> : 24 hours (or 2 credit hours) in basic of or principles of project management, performance, earned value management. At least 8 hours in managing teams or Fundamentals of Integrated Product Teams, Contracting Officer’s Technical Representative (COTR) Mentor Program or 24 hours in COTR training of your required training.	Petrina Nelson OCPO – Policy Section (202)646-3342
POSTING IFMIS TRANSACTIONS, E337 (IFMIS is the INTEGRATED FINANCIAL MANAGEMENT INFORMATION SYSTEM)	Required once during employment with FEMA for any financial staff member (PFT, CORE, or Stafford Act)— <u>ONLY</u> if they need to use IFMIS in performing their official duties.	Tom Gilboy EMI, (301) 447-1535
PURCHASE CARD (GOVERNMENT-WIDE COMMERCIAL CREDIT CARD)	Required once during employment with FEMA for (PFT, CORE, or Stafford Act) employees that are an Approving Official or Cardholder. This course acquaints Approving Officials and Cardholders with the policies and procedures of the Government-wide commercial credit card. Training is required before a card is issued.	Paula Lyons Financial and Acquisition Management Division (202) 646-4201
TRAVEL CARD (GOVERNMENT-WIDE CREDIT CARD)	Required once during employment with FEMA for employees (PFT, CORE, or Stafford Act) that are cardholders. This GSA on-line course provides cardholders with an overview of the policies and procedures of the Government-wide travel credit card. Training is required before a card is issued.	Tange Drake Team Leader for Travel Policy Office of the CFO, Financial Policy Branch (202) 646-2983

ORGANIZATIONAL PROGRAM COORDINATOR (OPC) TRAINING on TRAVEL CARD OVERSIGHT	<p>To ensure that all FEMA organizations have proper representation to effectively manage day-to-day operations of the travel card program, a network of Organizational Program Coordinators (OPCs) will be equipped with the tools to handle any travel card situation that might arise, and will include: monitoring and reporting card delinquencies, abuse and misuse; validating refund requests; answering questions from travel card users; coordinating with employee supervisors; and monthly reporting to the agency travel card program coordinator (APC).</p>	<p>Tange Drake Team Leader for Travel Policy Office of the CFO, Financial Policy Branch (202) 646-2983</p>
FEMA BASIC GRANTS MANAGEMENT	<p>Required once during employment with FEMA for any administrative, financial or program staff member (PFT and CORE) who has responsibilities related to any FEMA grant program. (Note: Regions can request that training be held at other FEMA sites as needed; however, it would be at the requestor's expense.) (Three day classroom setting)</p>	<p>Donna Simmons Business Systems & Data Analysis / Grant Programs Directorate (202) 786-9579</p>
PROPERTY MANAGEMENT:		
BASIC PROPERTY MANAGEMENT (BPM) (E/S/L720)	<p>Required once during employment with FEMA for any (PFT, CORE, or Stafford Act) employee who is responsible for FEMA property and might serve as an Accountable Property Officer (APO) or Custodial Officer.</p>	<p>Jeanette Pifer (540) 542-7190 or Melody Harris (540) 542-2082 Property Management Unit</p>

ADVANCED PROPERTY MANAGEMENT (APM) (E/S/L721)	Required once during employment with FEMA for any (PFT, CORE, or Stafford Act) employee who is working as an Accountable Property Officer (APO), Property Management Officer, or Logistics Chief. Training is part of the APO Accreditation Program and is required to advance accreditation levels. A minimum of one year of experience at a DFO is required to attend this course as well as successful completion of the LIMS and BPM courses.	Jeanette Pifer (540) 542-7190 or Melody Harris (540) 542-2082 Property Management Unit
LOGISTICS INFORMATION MANAGEMENT SYSTEM (LIMS) (E/S/L722) LOGISTICS INFORMATION MANAGEMENT SYSTEM (LIMS) (E/S/L722) (Cont.)	Required once during employment with FEMA for any (PFT, CORE, or Stafford Act) employee serving as Accountable Property Officers (APOs), Custodial Officers, or personnel required to enter data into LIMS, and elective for others.	Jeanette Pifer (540) 542-7190 or Melody Harris (540) 542-2082 Property Management Unit
TOTAL ASSET VISIBILITY (TAV) includes: Trading Partner Management (TPM,) Warehouse Management (WM,) and Intelligent Road/Rail Information Server (IRRIS) training.	*	Jeanette Pifer (540) 542-7190 or Melody Harris (540) 542-2082 Property Management Unit
RECORDS MANAGEMENT:		
FILES IMPROVEMENT AND RECORDS DISPOSITION	Required at least once during employment for any FEMA (PFT, CORE, or Stafford Act) employee who has records management responsibility. Training should be completed within the first year of employment or	John A. Sharett-Sullivan Information Technology Services (202) 646-2625

	assigned duty and refresher training considered every two/three years for those already trained. (Two days, classroom setting.)	
RECORDS MANAGEMENT RESPONSIBILITIES FOR SUPERVISORS	Required at least once during employment with FEMA for any (PFT, CORE, or Stafford Act Employee) who is a new manager or supervisor. Training should be completed within the first year of employment or assigned duty and refresher training bi-annually for those already briefed. (Two hours, classroom setting.)	John A. Sharett-Sullivan Information Technology Services (202) 646-2625
VITAL RECORDS	Required annually for COOP points-of-contact and as needed for any office staff (PFT, CORE, or Stafford Act) employee responsible for preparing material to be used for COOP off-site operations. (Three hours, classroom)	John A. Sharett-Sullivan Information Technology Services (202) 646-2625