

# Federally Mandated Training for DOL Federal Employees and Contractors

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## Introduction

The Office of Personnel Management (OPM) defines “Federally Mandated Training” on the Standard Form (SF) 182 (Authorization, Agreement and Certification of Training) as “mandatory training for all employees Government-wide,” or in some cases, groups of employees across federal agencies and departments. In order to reach the maximum population, the majority of these mandatory training offerings are offered electronically through our Learning Management System. In the table below, we have identified three types of Federally Mandated Training.

## Mandatory Training for all Federal Employees

<b>Course Title</b>	<b>Target Audience</b>	<b>Authority</b>	<b>Frequency</b>
<b>Principles of Plain Language</b>	All federal employees and contractors	Plain Writing Act of 2010	Every 3 years
<b>Information Systems Security and Privacy Awareness (ISSA)</b>	All federal employees and contractors	FISMA 5 CFR 930.301; NIST SP 800-53A Rev. 2 OMB 07-16	Annual
<b>Records Management for Everyone</b>	All federal employees and contractors	36 CFR Chapter XII, Subpart B Department of Labor Manual Series (DLMS) 1-Chpt 400	Annual
<b>Continuity Awareness</b>	All federal employees and contractors	Presidential Policy Directive 40; Federal Continuity Directive (FCD) 1	Annual
<b>Federal Labor Standards Act (FLSA) Training</b>	All federal employees	5 CFR 550 ; 5 CFR 551; FLSA Remediation Plan	Annual
<b>Notification and Federal Employee Antidiscrimination and Retaliation Act (No FEAR) Training</b>	All federal employees and contractors	Public Law 107-174 5 U.S.C. 2302(b)(8)	Biennially
<b>Diversity and Inclusion</b>	All federal employees	DOL D & I Plan	Annual
<b>Security Education and Training Course “Classified What You Need to Know”</b>	All federal employees and contractors with Security Clearance	Information Security Oversight Directive No. 1	Annual

## Mandatory Training by Role

<b>Course Title</b>	<b>Target Audience</b>	<b>Authority</b>	<b>Frequency</b>
<b>Initial Ethics Training</b>	New hires		Monthly for in-person and WEBEX; also available in LearningLink
<b>Sexual Harassment Training</b>	New hires		Available in LearningLink
<b>Veterans Employment Training (VETS) for Hiring Managers</b>	All DOL supervisors and managers. All OSHA with a supervisory status of 7	EO 13518 section 3(c)	Annual
<b>Uniform Services Employment and Reemployment Rights Act (USERRA) Training</b>	All DOL supervisors and managers. All 201s and 203s. All OSHA with a Supervisory code of 7 and all VETS.	Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389	Annual
<b>Drug Free Workplace Training</b>	New supervisors and managers	One-time	
<b>Sexual Harassment Training</b>	All DOL supervisors and managers	One-time	
<b>EEO and Reasonable Accommodation</b>	New DOL managers and supervisors	DLMS 4-300 DLMS 4-306	One-time
<b>Performance Management</b>	All DOL supervisors and managers	CFR 412.202	Within one year of initial appointment to supervisory position and refresher at least once every three years
<b>Essential HR Competencies for New DOL Managers and Supervisors</b>	New DOL supervisors and managers	CFR 412 Supervisory, Managerial, Executive Development	Offered every quarter
<b>Leadership Development@Labor</b>	All DOL supervisors and managers	CFR 412 Supervisory, Managerial, Executive Development	Offered every year and includes required courses and electives

## Mandatory Training by Occupation

<b>Course Title</b>	<b>Target Audience</b>	<b>Authority</b>	<b>Frequency</b>
<b>Controlled Unclassified Information (CUI)</b>	Record Managers		
<b>Veterans Employment Training (VETS) for HR Staff</b>	All non-OSHA series 201 and 203 without a supervisory status of 2, 4, or 5.	EO 13518 section 3(c)	Annual
<b>Uniform Services Employment and Reemployment Rights Act (USERRA) Training</b>	All DOL supervisors and managers. All 201s and 203s. All OSHA with a Supervisory code of 7 and all VETS.	Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389	Annual