



FEMA

Mandatory Training Requirements (2016 Matrix)

The President of the United States, the United States Congress, the Secretary of U.S. Department of Homeland Security and other authorized federal entities have prescribed that certain federal employees, detailees, and contractors be provided certain information or complete certain trainings so they are aware of their responsibilities, legal requirements, or identified protocols and procedures. Federal employees, detailees, interns and contractors working with DHS, in support of the Secretary are required to complete the identified trainings listed below based on their job role/responsibilities.

This list identifies core mandatory training requirements for FEMA employees (PFT/TET/CORE). The matrix is divided into two lists “**Mandatory Training for all FEMA Personnel**” and “**Position-Specific Mandatory Trainings.**” There are several “**Position-Specific lists**” connected to the matrix. Mandatory Training should be reviewed periodically, but not less that annually per EO 11348 Sec. 303.

Examine the Eligibility column to determine which courses apply to you and view the delivery format column to determine method of training delivery. Please contact the **course POC** under the course name column for additional details concerning that course. For FEKC system problems contact FEMA-FEKC@fema.dhs.gov

Please note the mandatory training matrix is updated annually. Special training requirements may be added to the matrix on-the-spot if mandated. For all other questions concerning mandatory training, please submit your inquiry via email to ([MANDATORY-TRAINING-MATRIX- MAILBOX@fema.dhs.gov](mailto:MANDATORY-TRAINING-MATRIX-MAILBOX@fema.dhs.gov).)

FEMA Calendar Year 2015 PFT/TFT/CORE MANDATORY TRAININGS: Assigned To All FEMA Personnel					
#	Course Name	Eligibility	Frequency	Reference/Authority	Delivery Format
1	DHS MANDATORY - Privacy at DHS: Protecting Personal Information Core Requirement for all FTE's Content Sponsor: Steve Richards (HQ-PRIVACY)	All Employees to include interns 0.5 hr.	Annual	5 U.S.C. §522(a), Privacy Act of 1974	Online: FEKC
2	DHS MANDATORY - 1. Basic Records Management 2. Electronic Records Management	All Employees to include interns 1hr. per course	After initially completing all 4 classes	36 CFR 1220.34 (f) National Archives and Records Administration	Online FEKC

	3. DHS Department-wide File Plan 4. Vital Records Guidance Content Sponsor: Dionne Batson (202-646-3911)		users must choose and complete one course annually.		
3	DHS MANDATORY (EPI) Employee Preparedness Initiative – employees must complete two assigned courses per calendar year. Content Sponsor: Tom Marlowe (301-447-1060)	All Employees 2 hrs. minimum 2 courses per year for 5 years	Annual (recommend completion of one course every 6 months)	DHS Secretary’s Employee Preparedness Initiative (EPI) DHS EPI Directive Letter October 3, 2011	Online: FEKC Search: EPI and select "Starts With"
4	IT Security Awareness (Initial) Core Requirement Upon EOD Content Sponsor: Donna Bennett (202-646-3785)	All Employees to included interns 1hr.	Annual	5 CFR§ 930.302 Information Systems Security Awareness Training Program	Online FEMA Email Notification from IT Security
5	DHS MANDATORY - DHS No FEAR Act and Anti-harassment Course Content Sponsor: David Demski (202-357-6265)	All Employees 1hr.	Every Two Years	Federal Employee Anti-Discrimination Retaliation Act, and 5 U.S.C.§ 2302(b)(8)	Online: FEKC Search: DHS No FEAR Act and select "Exact Phrase"
6	IS-106.16 workplace violence Awareness Training Content Sponsor: Danny Rains (202-646-4263)	All Employees 1hr.	Once & Per revision	FEM instruction 1201.1	Online: FEKC: Must complete final exam after course
7	IS-18.16 FEMA EEO Employee Course Content Sponsor: Pauline Campbell (202-646-4122)	All Employees 1hr.	Annual	29 CFR 1614	Online: FEKC: Must complete final exam after course
8	IS-20.16 diversity Awareness Course Content Sponsor: Pauline Campbell (202-646-4122)	All Employees 1hr.	Upon EOD Then every 2 years	Diversity Action Plan	Online: FEKC: Must complete final exam after course
9	IS-21.16 Civil Rights & FEMA Disaster Assistance Content Sponsor: Pauline Campbell (202-646-4122)	All Employees 1hr.	Annual 1 st 2 yrs. then every 2 yrs.	44 CFR 7	Online: FEKC: Must complete final exam after course
10	IS-33.16 FEMA Initial Ethics Orientation Content Sponsor: Paul Conrad (202-646-4025)	All Employees 1hr.	Initial upon EOD Then strongly encouraged for all employees annually	Administrator Fugate Policy: All non-filer FEMA employees are strongly encourage to take annual ethics training 5-CFR 2638.703	Online: FEKC Live Classroom (contact Paul Conrad) : Must complete final exam after course
11	IS-35.16 FEMA Safety orientation Content Sponsor: Kevin Good (202-646-1892)	All Employees 1hr.	Upon EOD Then every 2 years	Pt. 1960.59—Elements for Federal Employee occupational Safety & Health Programs, FEMA Dir. 6900.3	Online: FEKC
12	IS-38.16 Fraud Awareness and Prevention Content Sponsor: Rodolfo Vinas (407-854-4338)	All Employees .5 hr.	Annual	Agency Requirement Directive	Online: FEKC: Must complete final exam after course
13	Operations Security (OPSEC) Fundamentals Content Sponsor: Julius Henderson (202-212-5843)	All Employees 3hrs.	Annual	National Security Decision Directive 298/DHS MD11060.1	Online: FEKC
14	DHS Human Trafficking Content Sponsor: Cheryl Seminara (202-646-3777)	All Employees 1hr.	Once	2010 - Secretary Napolitano Blue Campaign– a first-of-its-kind initiative to coordinate and enhance the Department’s anti-human trafficking efforts.	Online: FEKC

AUDIENCE: FEMA Managers & Supervisors					
#	Course Name	Eligibility	Frequency	Reference/Authority	Delivery Format
15	Supervisory Continual Learning Content Sponsor: (Dyonia Beaty 202-212-5408)	Managers & Supervisors ALL LEVELS regardless of supervisory experience 12 hrs.	Annual	5 CFR 412, DHS MD 258	Curriculum: Email notification
16	Fundamentals of Leadership Content Sponsor: : (Dyonia Beaty 202-212-5408)	All new First-Time Federal Supervisors at all levels 52 hrs.	Begins within 1 st 90 days Probation period	5 CFR 412, DHS MD 258	Curriculum: Automatically Enrolled Notification
17	IS-19.16 FEMA EEO for Supervisor Course Content Sponsor: Pauline Campbell (202-646-4122)	Supervisors, Managers, and Executives 1 hr.	Annual	29 CFR 1614	Online: FEKC
18	IS-37 FEMA Managerial Safety and Health Content Sponsor: Kevin Good (202-646-1892)	Supervisors & Managers 1.5 hr.	Upon EOD Then every 2 years	OSHA, FEMA Directive 66-3-1	Online: FEKC
19	Uniformed Services Employment and Reemployment Rights Act (USERRA) Content Sponsor: JoAnn Way (202-646-3199)	Managers & Supervisors 1 hr.	Annual (by July 31)	Veterans' Benefits Improvement act of 2008. P.L. 110-389, October 10,2008	Online: FEKC
20	Veteran Employment Training for Federal Hiring Managers (Supervisors Only) Content Sponsor: JoAnn Way (202-646-3199)	All Hiring Managers 0.5 hr.	Annual	Executive Order 13518, Employment of Veterans in the Federal Government. OPM is the lead agency responsible for rolling out this training government-wide. Completion rates reported to OPM and the President	Online FEKC Search: Veteran and select "Any Words"
21	Employment of People with Disabilities: A Roadmap to Success (Online) Content Sponsor: JoAnn Way (202-646-3199)	All Hiring Managers and HR Professionals 1 hr.	Within 60 days of employment and every two years thereafter	Office of Personnel Management (OPM) - "as stated in Section 2 of EO 13548, the Director of OPM, in consultation with the Secretary of Labor, the Chair of the EEOC, and the OMB, shall develop mandatory training programs for both human resources personnel and hiring managers EO 13548"	FEKC Search: Disabilities and select "Exact Phrase"
22	Telework 101: For Managers Content Sponsor: Yvonnzier Staley (202-212-2079)	All Supervisors who manage employees who telework	Once	Telework Enhancement Act of 2010, Public Law111-292	Online http://www.telework.gov
AUDIENCE: FEMA Purchase and Travel Card Employees					
#	Course Name	Eligibility	Frequency	Reference/Authority	Delivery Format
23	DHS Travel Card Training	All Travel Card	Initial and	OMB Circular A-123 Appendix B (ch 3)	Online FEKC:

	Content Sponsor: Jennifer Malenab (202-447-0555)	Holders 1 hr.	Every Two Years		Search: Travel Card and select "Exact Phrase": Must complete final exam after course
24	DHS Purchase Card Training Content Sponsor: Joanne Skinner (202-447-5213)	All Purchase Card Holders 1 hr.	Initial and every 3 Years	OMB Circular A-123 Appendix B (ch 3)	Online FEKC Search: DHS Purchase Card and select "Starts With": Must complete final exam after course

AUDIENCE: FEMA New Employees

#	Course Name	Eligibility	Frequency	Reference/Authority	Delivery Format
25	New Employee Orientation Content Sponsor: Gary Powell (202-212-5994)	New Employees 40 hrs.	Initial	FEMA Requirement for all New Employees	(Classroom Anniston, AL) Notification from course manager
26	IS-546.a - Continuity of Operations (COOP) Awareness Content Sponsor: Timothy Smith (202-646-3025)	New Employees 1hr.	Once	Federal Continuity Directive 1(FCD 1), Annex K	Online FEKC Search: COOP and select "All Words"
27	IS-100.b - Introduction to the Incident Command System (ICS 100) IS-200.b ICS For Single Resources and initial Action Incidents IS-700.a - National Incident Management System (NIMS) - An Introduction IS-800.b - National Response Framework (NRF), An Introduction Content Sponsor: Mark Miller Independent Study Program Office (301-447-1200)	New Employees (NCR & Regional) 3hrs. per course	Once	Homeland Security Presidential Directive-5(HSPD-5)	Online: FEKC : Must complete final exam after courses

AUDIENCE: FEMA HR Professionals

#	Course Name	Eligibility	Frequency	Reference/Authority	Delivery Format
28	Veteran Employment Training for Federal Human Resource Professionals Content Sponsor: JoAnn Way (202-646-3199)	All HR Professionals 0.5 hrs.	Annual	Executive Order 13518, Employment of Veterans in the Federal Government. OPM is the lead agency responsible for rolling out this training government-wide. Completion rates reported to OPM and the President	Online FEKC Search: Veteran and select "Any Words"
29	Uniformed Services Employment and Reemployment Rights Act (USERRA) Content Sponsor: JoAnn Way (202-646-3199)	HR Professionals 1 hr.	Annual	Veterans' Benefits Improvement act of 2008. P.L. 110-389, October 10,2008	Online: FEKC Search: USERRA and select "Ends With"

30	Employment of People with Disabilities: A Roadmap to Success (Online) Content Sponsor: JoAnn Way (202-646-3199)	HR Professionals 1 hr.	Within 60 days of employment and every two years thereafter	Office of Personnel Management (OPM) - "as stated in Section 2 of EO 13548, the Director of OPM, in consultation with the Secretary of Labor, the Chair of the EEOC, and the OMB, shall develop mandatory training programs for both human resources personnel and hiring managers EO 13548"	FEKC Search: Disabilities and select "Exact Phrase"
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AUDIENCE: FEMA OGE-278 & OGE-450 Filers (ETHICS)

#	Course Name	Eligibility	Frequency	Reference/Authority	Delivery Format
31	Ethics (SF 278 Filers Only) Content Sponsor: Paul Conrad (202-646-4025)	Individuals required to file an SF 278 (SES, SL, ST & political appointees) 1 hr.	Annual	5 C.F.R. §2638.704 Annual ethics training for public filers. Financial Disclosure Filers	Classroom (locally)
32	Ethics (SF 450 Filers Only) Content Sponsor: Paul Conrad (202-646-4025)	Individuals required to file an OGE 450 1hr.	Annual	5 C,F,R, §2638.705 Annual ethics training for other employees. Confidential (OGE 450) Financial Disclosure Filers	Classroom (locally)

AUDIENCE: FEMA Employees who Telework (Telework 101) and All Cleared Secret Security Clearance holders or higher

#	Course Name	Eligibility	Frequency	Reference/Authority	Delivery Format
33	Telework 101: For Employees Content Sponsor: Yvonnzier Staley (202-212-2079)	**Only Employees who telework	Once	Telework Enhancement Act of 2010 – training required in order to telework	Online http://www.telework.gov
34	Insider Threat Awareness Training Contact Sponsor: Matthew Haynes 202-212-7268	All cleared employees. Secret security clearance or higher	Within 30 days of being granted access to classified information, and annually thereafter.	National Insider Threat Policy and Minimum Standards. National Insider Threat Task Force Directive, NITTF-DIR-2014-001.	Online: Defense Security Service - http://cdsetrain.dtic.mil/itawareness/index.htm Send completion certificates to FEMA-OCSO-Insider-Threat-Training-CY15@fema.dhs.gov to receive credit.

RECOMMENDED But Not Mandatory: All DHS Federal Personnel (FTE's)

#	Course Name	Eligibility	Frequency	Reference/Authority	Delivery Format
35	Constitution Day Training Content Sponsor: FEKC@fema.gov	All Employees	None	Public Law 108-447 §111	Online: FEKC Search: Constitution and select "Any Words"

Employee Reporting and Transcripts

#	Course Name	Eligibility	Frequency	Reference/Authority	Delivery Format
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It is both an employee and supervisors responsibility to identify, monitor, record and report Mandatory training requirements.

§410.303 Employee responsibilities.

Employees are responsible for self-development, for successfully completing and applying authorized training, and for fulfilling continued service agreements. In addition, *they share with their agencies the responsibility to identify training needed to improve individual and organizational performance and identify methods to meet those needs, effectively and efficiently.*

Please contact FEKC concerning course credit and transcript related issues @ FEMA-FEKC@fema.dhs.gov.