

FWS Mandatory Training Matrix

Course Title	Target Audience	Size of Population	Date Training Implemented	Date Training Updated	Training Requirement	Frequency	Authority / Reason for Training	Citation	Text	Responsible Office	Web Address for Mandatory training website	FWS Manual / DO	DOI	U.S.Law	Equipment Specific	Job Specific	All	
Airboat Training	All employee operating an airboat		March 1999	September 2014	8 hr airboat module in addition to the MOCC & 40 hours documented seat-time before operating an airboat independently. See: <a href="https://training.fws.gov/mocc">https://training.fws.gov/mocc</a>	One-time	241 FW 1; 485 DM 22; DOI Watercraft Safety Program	<a href="#">241 FW 1, Page 7, Section C</a>	C. <b>Airboat Training.</b> (1) Before operating an airboat independently, airboat operators must: (a) Take the "Airboat Module" in addition to the MOCC, and (b) Have 40 hours of documented driving time. The driving time: (i) May occur before or after completing the Airboat Module and only under the supervision of a qualified airboat operator.	Regional Watercraft Safety Coordinators	<a href="https://training.fws.gov/course/programs/watercraft-safety/resources.html">https://training.fws.gov/course/programs/watercraft-safety/resources.html</a>	x	x		x			
Annual Fire Management Refresher	Personnel with wildland and/or prescribed fire management duties		March 2012	October 2018	Position Specific	Annual	621 FW 1; PMS 310-1 NWCG Wildland Fire Qualification System Guide	<a href="#">NWCG Guide</a>	Position specific - see NWCG Wildland Fire Qualification System Guide for text regarding specific training requirements.	Regional Fire Mgmt Coordinator		x					x	
Arc Welders	Employees who operate arc welding equipment.		February 1980	October 2012	Prior to use of arc welder, 2-4 hours, review of PPE requirements	One-time	OSHA Act of 1970; 29 CFR 1910.254; 2 CFR 1960.59	<a href="#">OSHA Act of 1970, Page 67</a>	1910.254 Arc welding and cutting (a) General (3) Instruction. Workmen designated to	Job Hazard Analysis, On-the-job				x	x			
Asbestos	Employees with duties that may encounter ACM		September 2001	March 2012	Initial awareness training before assignment to work that may involve LBP, ACM-2 hrs	2 hrs Annually	561 FW 8; 29 CFR 1910.1001; OSHA Act of 1970	<a href="#">561 FW 8, Page 5, Section 8.7</a>	8.7 <b>What are the requirements for awareness training for employees who may come into contact with ACM?</b> A. All maintenance, custodial, and other employees who may disturb asbestos during their normal job duties must complete a minimum of 2 hours of asbestos awareness training annually. <b>Project Leaders/ Facility</b> 3.7 <b>What training do employees need when they are new to the job or to a duty station?</b> A. Employees new to the Service, and employees new to a duty station (but not new to the Service); During the employee's first week on the job or at the duty station, orientation must include safety and health training consisting of, at a minimum: (1) A discussion of the employee's right to a safe and healthful workplace, how to report safety hazards, and how to report an accident; (2) A review of the Station Safety Plan, including any written programs, information, and requirements specific to the employee's work location; (3) A review of applicable policies (485 DM, Parts 240-244 of the Service Manual, and Region-, Headquarters-, or station-specific safety and health policies); (4)	Contract Trainers Regional Environmental Coordinator		x		x				
Automatic Defibrillator Training (AED)	Designated employee responder and employee volunteers in locations outside the area of immediate medical response		March 2004	August 2012	2 hours initial training and refresher course per training organization in conjunction with CPR training	Recurring	240 FW 3; 29 CFR 1910.151(b); OSHA Act of 1970	<a href="#">240 FW 3, Page 6, Section 3.7</a>	when they are new to the job or to a duty station? A. Employees new to the Service, and employees new to a duty station (but not new to the Service); During the employee's first week on the job or at the duty station, orientation must include safety and health training consisting of, at a minimum: (1) A discussion of the employee's right to a safe and healthful workplace, how to report safety hazards, and how to report an accident; (2) A review of the Station Safety Plan, including any written programs, information, and requirements specific to the employee's work location; (3) A review of applicable policies (485 DM, Parts 240-244 of the Service Manual, and Region-, Headquarters-, or station-specific safety and health policies); (4)	AED Manufacturer American Red Cross American Heart Association, Contract Trainers		x		x				
Bear Firearm	Firearms training associated with Bear Safety. All employees carrying firearms and working in bear habitat.		February 1980	October 2012	8 hours	Annual	Region 7 Memo dated 8/2/1995, Quality Improvement Program: Revised Region 7 Bear Safety Policy; OSHA Act of 1970; EO #12196; 29 CFR 1960, 485 DM	<a href="#">OSHA Training Guide, Page 8</a>	Employees should receive training that addresses their assigned responsibilities. Employees can work with their supervisor to identify the task-specific competencies. Once OSH training competencies are identified, the relevant training should be provided to achieve employee competency levels. Newly-identified generic and risk-specific competencies should be added to the OSH training program as they are identified. Agencies should use qualified personnel or safety and health experts within their agency to conduct TNAs.	Regional Safety/Program				x	x	x		
Bear Safety	All employees working in bear habitat		February 1980	October 2012	8 hours	One-time	Region 7 Memo dated 8/2/1995, Quality Improvement Program: Revised Region 7 Bear Safety Policy; OSHA Act of 1970; EO #12196; 29 CFR 1960, 485 DM	<a href="#">OSHA Training Guide, Page 8</a>	Employees should receive training that addresses their assigned responsibilities. Employees can work with their supervisor to identify the task-specific competencies. Once OSH training competencies are identified, the relevant training should be provided to achieve employee competency levels. Newly-identified generic and risk-specific competencies should be added to the OSH training program as they are identified. Agencies should use qualified personnel or safety and health experts within their agency to conduct TNAs.	Regional Safety/Program				x		x		
Bloodborne Pathogens	All Service Personnel in locations outside the area of immediate medical response		October 2010	October 2010	Initial training and annual refresher course; 2 hours	Annual	29 CFR 1910.1030(g)(2)(i); 242 FW 12; OSHA Act of 1970	<a href="#">242 FW 12, Page 6, Section G</a>	G. Training. If we determine that you are occupationally exposed, you must complete bloodborne pathogens training every year. We provide general awareness training (e.g., through booklets, pamphlets, posters, the Department's online course, etc.) for employees who do not have an exposure risk (see Exhibit 1, section 12 for more information).	Onsite trainers, Contract Trainers		x		x		x		

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Chainsaw Safety	All employees that use and service chainsaws		November 2010	October 2016	8 hours	One-time	241 FW 12	<a href="#">241 FW 12, Page 6, Section 12.7</a>	<b>12.7 What are the training requirements for chain saw operation?</b> All Service employees who may use chain saws as part of their duties must take training and demonstrate proficiency before they operate a chain saw.	Contract Training Park Service Training, Course OSHA training		x			x		
Collateral Duty Safety Officer (CDSO) Training OSHA 600	Collateral Duty Safety Officers		March 1992	December 2008	1 week training within 6 months after appointment to CDSO	One-time	240 FW 1; 29 CFR 1960.58; 485 DM 13.3E	<a href="#">240 FW 1, Page 4, Section 1</a>	<b>1.Facility Collateral Duty Safety Officers (CDSO) (also see section 1.6)</b> report directly to the Project Leader/Facility Manager/Supervisor and assist him/her to implement the Service's safety and occupational health program. Duties the CDSO performs should be in his or her performance plan. (See 485 DM 28, Appendix 2 for common CDSO responsibilities.) Major duties include: (1)Schedule Safety Committee meetings, prepare the minutes of the meetings, attend all meetings, and chair the meetings in the absence of the Project Leader/Facility Manager/Supervisor (see section 1.7); (2)Complete or assist in the completion of the: (a)Required annual safety inspection, and (b)Job Hazard Assessments; (3)Coordinate safety training; and (4)Work with the Regional Safety Manager, as necessary.	OSHA 600 OSHA, Institute - limited training & enrollment; Contract Training at DOI site		x	x	x		x	
Commercial Driver's License (CDL)	All employees that drive large or commercial vehicles that require a CDL		April 2011	February 2016	Varies depending upon state requirements for testing and driving skills	Recurring	49 CFR 383, 321 FW 1	<a href="#">321 FW 1, Page 17, Section 1.21</a>	1.21 What are the training requirements for operators of motor vehicles and motor equipment? Operators must satisfactorily complete appropriate training (see Exhibit 1)	State approved CDL course; Driver Training Contractors		x		x	x		
Computer Literacy	Most computer users		September 2002	June 2010	To be determined based on individual and/or position need	Recurring	270 FW 7, Sept 30, 2002	<a href="#">270 FW 7, Page 6, Table 7.3</a>	(3) System End Users: (a) Completing the applicable access request form and abiding by all rules of behavior associated with an information system; (b) Reporting to their supervisors anything they think could be a breach or threat to system security; and (c) Completing annual information security training required by the Department. 7.5			x					
Confined Space Training	All employees required to 8 hours work in or enter confined spaces		September 1996	November 2007	8 hours	One-time	242 FW 11	<a href="#">242 FW 11, Page 6, Section 11.8.F</a>	<b>11.8 What are the major elements that OSHA requires for a confined space program?</b> OSHA requires that confined space programs contain, but are not limited to, the following elements. We describe how we implement each of these elements in sections 11.9 through 11.18: A. Workplace Evaluation. B. Permit-Required Confined Space Entry Program. C. Rescue Procedures and Drills. D. Underground Work Requirements. E. Contractor Operations Requirements. F. Training Requirements.			x		x		x	
Construction Safety Awareness	Construction inspectors and Contractor Officer Representatives		June 2003	November 2004	Training in safe construction activities prior to performing construction inspections	One-Time	360 FW 4, 29CFR1926	<a href="#">360 FW 4, Page 2, Section 4.5</a>	<b>4.5 What are the requirements and procedures for construction contract administration, management, and inspection?</b> Adherence to the contract administration, management, and inspection procedures detailed below will ensure that Service projects are constructed in accordance with engineering designs and specifications to achieve a quality structure or facility.	NCTC SAF4000, OSHA courses Contract Trainers		x		x		x	

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Contracting Officer	Contracting Officers; GS1102 and GS1105 occupational series		April 2013	October 2018	Level IA new-24hrs one- time; Level IA refresh 16hrs/4yrs; Level IB new - 40hrs one- time; Level IB refresh 16hrs/2yrs; Level IIA new 40hrs one-time; Level IIA refresh 40hrs/2yrs; Level IIB new-80hrs one- time; Level IIB refresh 40hrs/2yrs; Level III new 240 one- time; Level III refresh 40hrs/2yrs; Level IV new 400hrs one-time; Level IV refresh 40hrs/2yrs	Recurring	FAR 1.6; DIAR 1401.603 & 302 FW 1	<a href="#">302 FW 1, Page 2, Section 1.8</a>	<b>1.8 What are the steps leading to certification under the FAC-C program?</b> A. The employee who plans to be a CO must: (1)Meet the qualifications in the FAC-C Manual, and (2)Complete and submit the FAC-C application for review and approval by the Regional CGS Chief (for HQ, the Branch Chief -Branch of Acquisition Operations (BAO)), Bureau Acquisition Career Coordinator, and Bureau Procurement Chief.	MCI Courses		x				x			
Contracting Officer Representative (COR)	All employees serving as COR's on FWS contract		November 2009	April 2018	24 hours of initial training; 8 hour refresher every 3 years	Recurring 3	302 FW 2	<a href="#">302 FW 2, Page 1, Section 2.5</a>	<b>2.5 What is the basis for requiring certification of COTRs?</b> In November 2007, OFPP established standard competencies, training, and certification requirements that COTRs must meet. The Department of the Interior implemented the requirement in the DOI Guide (see section 2.3H).			x					x		
Dam Safety	All personnel working with high hazard dams		January 2003	September 2008	4 hours	Every two years	361 FW 1	<a href="#">361 FW 1, Page 3, Section E 10</a>	(10)Providing dam safety training to the Regions, Project Leaders, and dam operating staff.	Division of Engineering – Dam Safety Branch		x			x	x			
Discover Your Service: USFWS Employee Foundations	All new FWS in two-grade interval at GS-7 or above (professional and administrative) series.		June 1994	February 2011	Five day duration, course location NCTC, attend within first year of employment in two-grade interval series	One-time	230 FW 2; FWS Director's Memo, 9/9/98, "Policy Statement on Attendance in the U.S. Fish and Wildlife Service Employee	<a href="#">230 FW 2, Page 2, Section 2.5</a>	<b>2.5 What does the New Employee Orientation Program look like?</b> The New Employee Orientation Program has four components: preparing the employee to report to duty; work site orientation; Regional	LED5240		X					X		
Diving	All employees engaging in diving activities		April 2006	April 2013	Open Water Diving Certification (e.g. YMCA, NAUI, PADI, etc.); First Aid/CPR (American Red Cross Multimedia/CPR); Oxygen	One-Time Certification and Oxygen; Recurring 3	241 FW 10 Diving Safety	<a href="#">241 FW 10, Page 13, Section 10.13</a>	<b>10.13 What are the training requirements for divers?</b> A. Project Leaders develop a continuing education plan for each diver. Service divers	Safety/Program		x			x				
DOI Integrated Charge Card Approver	Supervisors/Approving Officials		October 1994	March 2002	<a href="http://training.nbc.gov/cha_rqecard">Web-based training and test available at: http://training.nbc.gov/cha_rqecard</a>	Annual	DOI Director, Office of Acquisition and Property Management memo, 3/36/2002, "Mandatory Integrated Charge Card Program Training for Supervisors and Approving Officials	<a href="#">US DOI Integrated Charge Card Program Policy, Page 33</a>	<b>b. Training Courses:</b> This section provides a comprehensive list of training expectations and opportunities available for users of the DOI Integrated Charge Card Program. Please contact the Agency/Organization Program Coordinator to locate courses. Click on this link: DOI Integrated Charge Card Program Training Courses to find the following information: 1. Courses 2. Description of course 3. Charge card user type (required courses) 4. Financial and Business Management System user type (required courses) 5. Frequency	IBC							x		
DOI Integrated Charge Card Holder	Purchase Authority Card Holders		October 1994	March 2002	<a href="http://training.fws.gov/led/ccard/index.htm">Complete web-based training and test available at: http://training.fws.gov/led/ccard/index.htm</a>	Annual	DOI Director, Office of Acquisition and Property Management memo, 3/36/2002, "Mandatory Integrated Charge Card Program Training for Carholders	<a href="#">US DOI Integrated Charge Card Program Policy, Page 33</a>	<b>b. Training Courses:</b> This section provides a comprehensive list of training expectations and opportunities available for users of the DOI Integrated Charge Card Program. Please contact the Agency/Organization Program Coordinator to locate courses. Click on this link: DOI Integrated Charge Card Program Training Courses to find the following information: 1. Courses 2. Description of course 3. Charge card user type (required courses) 4. Financial and Business Management System user type (required courses) 5. Frequency	IBC								x	
EEO/Diversity	Employees		December 2015	December 2018	Two hours annual of training of each	Annual	Service memo issued December 10, 2018 and annually with DOI's learning management system self-certification assigned. 060 FW 7, PB No. 18-01, Civil Rights Directive 2011-01	<a href="#">060 FW 7</a>	EEO and Diversity Training All non-supervisory employees, permanent and temporary, are required to complete a minimum of two hours of EEO training and two hours of workforce diversity or inclusion training annually.	Office of Diversity and Inclusive Workforce Management (ODIWM)	<a href="https://www.fws.gov/odiwm/">https://www.fws.gov/odiwm/</a>	x							

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EEO/Diversity	Supervisors/Managers		December 2015	December 2018	Four hours annual training of each	Annual	Service memo issued December 10, 2018 and annually with DOI's learning management system self-certification assigned. 060 FW 7, PB No. 18-01, Civil Rights Directive 2011-01	<a href="#">060 FW 7</a>	Managers and supervisors will complete a minimum of eight hours of training on an annual basis: four hours related to EEO and four hours related to workforce diversity or inclusion. Completion of this training is included in the performance plans for all managers and supervisors. Employees may complete the training during duty time. All Service employees are requested to complete FY 2017 annual training no later than September 30, 2017. Please see the Table of Training Required for Employees, below.	Office of Diversity and Inclusive Workforce Management (ODIWM)	<a href="https://www.fws.gov/odlwm/">https://www.fws.gov/odlwm/</a>	x					
Electrical	Employees involved in electrical work - see Lockout/Tagout Training		February 1980	October 2012	Certification Course	Recurring	241 FW 8, 29CFR1910.332; OSHA Act of 1970	<a href="#">OSHA Act of 1970, Page 79</a>	Training: (a) Scope. The training requirements contained in this section apply to employees who face a risk of electric shock that is not reduced to a safe level by the electrical installation requirements of 1910.303 through 1910.308. Note: Employees in occupations listed in Table S-4 face such a risk and are required to be trained. Other employees who also may reasonably be expected to face comparable risk of injury due to electric shock or other electrical hazards must also be trained.	OSHA Course Technical Courses, Contract Trainers		x	x	x			
Electrofishing Safety	All Service staff serving as crew members in electrofishing activities		March 2004	August 2012	Initial training before performing job and annually thereafter	Annual	241 FW 6	<a href="#">241 FW 6, Page 6, Section 6.7</a>	<b>6.7 What are the training requirements for team leaders, other crew members, motorboat operators, and those using electroseadation?</b> A. Team leaders must have a current Certification in Electrofishing. (1) Anyone who obtained a Certification in Electrofishing prior to December 31, 2016, need only adhere to the recertification requirements in Table 6-2. (2) For all others, to obtain a Certification in Electrofishing, you must successfully complete the training described in Table 6-2.	NCTC CSP2202		x		x			



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Emergency Action/Fire/Occupant Emergency	All facility employees, new employee orientation		March 2004	August 2012	Station Occupant Emergency Procedures	Recurring	240 FW 3, 485DM19, 29CFR1960.38	<a href="#">240 FW 3, Page 4, Section 3.5</a>	<p><b>3.5 What are the general safety and health training requirements?</b></p> <p>A. Employees must be given formal and informal training sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA), the Department, and the Service require specific safety and health training for many job activities.</p> <p>B. Each facility that is 5 minutes or more from a hospital, clinic, or ambulance service must have at least one individual currently certified in first aid and Cardiopulmonary Resuscitation (CPR), including bloodborne pathogens training on universal precautions (242 FW 12). When practical, more than one individual should be trained and kept certified. Many Service policies require first aid and CPR for specific employees and specific activities. In areas where immediate access to a hospital, clinic, or ambulance service is not available, we recommend wilderness first aid training.</p> <p>C. Sections 3.6 and 3.7 describe required safety training depending on the type of employee (e.g., managers, CDSOs, new employees). In addition to these sections, there are specific safety training requirements depending on the types of jobs employees perform (e.g., electrofishing, chain saw operations, etc.). Supervisors and employees must familiarize themselves with the requirements for training specific to the potential hazards of the jobs at hand. To do this, they must review:</p> <p>(1)Parts 240-244 of the Service Manual;                  (2)485 DM;                  (3)The Department's Occupational Health and Training Guide located on the Web (click on "safety and health training" resource.)</p>	Supervisor Collateral Duty Safety Office		x	x	x				x
Employee Security Awareness	All Service employees		March 2004	August 2012	TBD - training to alert employees to security measures	Recurring	240 FW 3, 29CFR1910.332, 29CFR1960.59	<a href="#">240 FW 3, Page 4, Section 3.5</a>	<p><b>3.5 What are the general safety and health training requirements?</b></p> <p>A. Employees must be given formal and informal training sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA), the Department, and the Service require specific safety and health training for many job activities.</p> <p>B. Each facility that is 5 minutes or more from a hospital, clinic, or ambulance service must have at least one individual currently certified in first aid and Cardiopulmonary Resuscitation (CPR), including bloodborne pathogens training on universal precautions (242 FW 12). When practical, more than one individual should be trained and kept certified. Many Service policies require first aid and CPR for specific employees and specific activities. In areas where immediate access to a hospital, clinic, or ambulance service is not available, we recommend wilderness first aid training.</p> <p>C. Sections 3.6 and 3.7 describe required safety training depending on the type of employee (e.g., managers, CDSOs, new employees). In addition to these sections, there are specific safety training requirements depending on the types of jobs employees perform (e.g., electrofishing, chain saw operations, etc.). Supervisors and employees must familiarize themselves with the requirements for training specific to the potential hazards of the jobs at hand. To do this, they must review:</p> <p>(1)Parts 240-244 of the Service Manual;                  (2)485 DM;                  (3)The Department's Occupational Health and Training Guide located on the Web (click on "safety and health training" resource.)</p>	On-site training Contract Trainers State & Local Police Dept		x		x				x

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Environment (Green) Purchasing Training	Service personnel that purchase products and supplies		September 1998		Initial on-line training	One-time	E.O. 13101; FR Vol 63, No. 179	<a href="#">FR Vol 63, No. 179, Page 49643</a>	By the authority vested in me as President by the Constitution and the laws of the United States of America, including the Solid Waste Disposal Act, Public Law 89-272, 79 Stat. 997, as amended by the Resource Conservation and Recovery Act (RCRA), Public Law 94-580, 90 Stat. 2795, as amended (42 U.S.C. 6901-6907), section 301 of title 3, United States Code, and in order to improve the Federal Government's use of recycled products and environmentally preferable products and services, it is hereby ordered as follows: <b>3.3 What are the general safety and health training requirements?</b> A. Employees must be given formal and informal training sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA), the Department, and the Service require specific safety and health training for many job activities. B. Each facility that is 5 minutes or more from a hospital, clinic, or ambulance service must have at least one individual currently certified in first aid and Cardiopulmonary Resuscitation (CPR), including bloodborne pathogens training on universal precautions (242 FW 12). When practical, more than one individual should be trained and kept certified. Many Service policies require first aid and CPR for specific employees and specific activities. In areas where immediate access to a hospital, clinic, or ambulance service is not available, we recommend wilderness first aid training. C. Sections 3.6 and 3.7 describe required safety training depending on the type of employee (e.g., managers, CDSOs, new employees). In addition to these sections, there are specific safety training requirements depending on the types of jobs employees perform (e.g., electrofishing, chain saw operations, etc.). Supervisors and employees must familiarize themselves with the requirements for training specific to the potential hazards of the jobs at hand. To do this, they must review: (1) Parts 240-244 of the Service Manual; (2) 485 DM; (3) The Department's Occupational Health and Training Guide located on the Web (click on "safety and health training" resources.)	R3 Safety webpage online training site			x			x	
Environmental Compliance Training (NOTE: Fulfills requirement for hazardous waste management)	All Service employees working with hazardous materials		March 2004	August 2012	2 days	One-time	240 FW 3, 561 FW 6, 29 CFR 1910.1200, 40 CFR 262.34	<a href="#">240 FW 3, Page 4, Section 3.5</a>	3.3 What are the general safety and health training requirements? A. Employees must be given formal and informal training sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA), the Department, and the Service require specific safety and health training for many job activities. B. Each facility that is 5 minutes or more from a hospital, clinic, or ambulance service must have at least one individual currently certified in first aid and Cardiopulmonary Resuscitation (CPR), including bloodborne pathogens training on universal precautions (242 FW 12). When practical, more than one individual should be trained and kept certified. Many Service policies require first aid and CPR for specific employees and specific activities. In areas where immediate access to a hospital, clinic, or ambulance service is not available, we recommend wilderness first aid training. C. Sections 3.6 and 3.7 describe required safety training depending on the type of employee (e.g., managers, CDSOs, new employees). In addition to these sections, there are specific safety training requirements depending on the types of jobs employees perform (e.g., electrofishing, chain saw operations, etc.). Supervisors and employees must familiarize themselves with the requirements for training specific to the potential hazards of the jobs at hand. To do this, they must review: (1) Parts 240-244 of the Service Manual; (2) 485 DM; (3) The Department's Occupational Health and Training Guide located on the Web (click on "safety and health training" resources.)	Division of Engineering – Environmental Compliance Branch	x		x	x	x		
Environmental Due Diligence: The Transaction Screen Process	FWS Realty Specialists, Refuge Staff, Contaminants Biologists and all others who conduct, oversee, review or approve Transaction Screens		June 1996	June 2000	24 hour classroom course	One-time	602 DM 2, 341 FW 3	<a href="#">602 FW 1, Page 8, Section G</a>	G. Refuge Manager. The Refuge Manager participates in the preparation of the CCP working closely with the Planning Team Leader. The Refuge Manager assures that the refuge staff participates in plan development. The Refuge Manager and Planning Team Leader submit the final CCP through line supervision for concurrence and approval by the Regional Director. The Refuge Manager is responsible for: making compatibility determinations; implementing approved CCPs and step-down management plans; tracking progress; and recommending changes to plans based on monitoring and evaluation. The Refuge Manager also reports plan accomplishments through standard reporting mechanisms and budgeting procedures.	Refuges – Division of Realty, NCTC CLM7173	x	x					

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Ergonomics Formal Training	Personnel in jobs with suspected ergonomic issues		March 2004	August 2012	4 hours - ergonomic awareness and job specific training	One-time	240 FW 3.5	<a href="#">240 FW 3, Page 4, Section 3.5</a>	<p><b>3.5 What are the general safety and health training requirements?</b>                      A. Employees must be given formal and informal training sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA), the Department, and the Service require specific safety and health training for many job activities.                      B. Each facility that is 5 minutes or more from a hospital, clinic, or ambulance service must have at least one individual currently certified in first aid and Cardiopulmonary Resuscitation (CPR), including bloodborne pathogens training on universal precautions (242 FW 12). When practical, more than one individual should be trained and kept certified. Many Service policies require first aid and CPR for specific employees and specific activities. In areas where immediate access to a hospital, clinic, or ambulance service is not available, we recommend wilderness first aid training.                      C. Sections 3.6 and 3.7 describe required safety training depending on the type of employee (e.g., managers, CDSOs, new employees). In addition to these sections, there are specific safety training requirements.</p>	On site training with handouts and discussion		x						
Ergonomics General Training	All Service personnel regardless of job title		March 2004	August 2012	4 hours - general ergonomic awareness training	One-time	240 FW 3	<a href="#">240 FW 3, Page 4, Section 3.5</a>	<p><b>3.5 What are the general safety and health training requirements?</b>                      A. Employees must be given formal and informal training sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA), the Department, and the Service require specific safety and health training for many job activities.                      B. Each facility that is 5 minutes or more from a hospital, clinic, or ambulance service must have at least one individual currently certified</p>	On site training with handouts and discussion		x						x
Ethics (recurring)	All employees who are required to file confidential financial disclosure statements		March 2003	March 2016	Annual. Can be written or CBT 2 out of 3 years. Every 3rd year must be formal	Annual	212 FW 2, 5 CFR 2638.704 and .705	<a href="#">212 FW 2, Page 9, Section 2.10</a>	<p><b>2.10 Who must take 1 hour of annual mandatory ethics training?</b> All public and confidential financial disclosure filers must take at least 1 hour of annual ethics training each calendar year. The deadline for completing this training is December 31st of the calendar year.</p>	IBC		x		x				x
Ethics for All New Employees	All new employees		March 2003	March 2016	The employee is to be provided with the handbook Ethics - An Employee Guide and allowed one hour of duty time to read it. The back cover is signed and returned to Personnel.	One-time	212 FW 1, 5 CFR 2638.703	<a href="#">212 FW 2, Page 9, Section 2.10</a>	<p><b>2.10 Who must take 1 hour of annual mandatory ethics training?</b> All public and confidential financial disclosure filers must take at least 1 hour of annual ethics training each calendar year. The deadline for completing this training is December 31st of the calendar year.</p>	HR		x		x				x
Ethics Statutes Regulations and Policies	All Public and Confidential Financial Disclosure Report Filers			January 2011	1 hour	Annually	5 CFR 2638.704 and 2638.705	<a href="#">5 CFR 2638.705</a>	<p>(b) Content of training. The requirements for the contents of annual training are the same as the requirements in § 2638.704(b).</p>									x

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Course Title	Target Audience	Size of Population	Date Training Implemented	Date Training Updated	Training Requirement	Frequency	Authority / Reason for Training	Citation	Text	Responsible Office	Web Address for Mandatory training website	FWS Manual / DO	DOI	U.S.Law	Equipment Specific	Job Specific	All		
Explosives	All Service employees responsible for using, handling or storing explosives		November 2010	November 2010	Initial 5 days training; Refresher 1 day every 3 years	Recurring 3 Years	244 FW 2 and 3	<a href="#">244 FW 2, Page 1, Section 2.5</a>	<p><b>2.5 What are the authorization requirements for a blaster-in-training and an authorized blaster?</b>                      A. Blaster-in-training requirements. To become a blaster-in-training, you must attend and successfully complete a blaster's training course acceptable to your Regional Safety Office (e.g., Federal, State, local, explosives manufacturer, explosives distributor, or other authorized blasting course). Course content must:                      (1) Include classroom training covering the use, storage, and transportation of explosives and blasting materials;                      (2) Include a practical field exercise with a live, hands-on test of proficiency; and                      (3) Address blasting techniques relevant to the specific blasting needs at your duty station.</p>	Contract Trainers OSHA Trainers		x		x					
Federal Law Enforcement Training Center (FLETC)	All Refuge Officers		January 1995	November 2005	16.2 weeks	One-time	446 DM 2.4 232 FW 2.6 and Director's Order 205	<a href="#">232 FW 2, Page 1, Section 2.5</a>	<p><b>2.5 Training Requirements and Qualifications for Law Enforcement Personnel.</b>                      A. Special Agents. All entry level special agents must successfully complete eight weeks of intensive training in Criminal Investigator School followed by eight weeks training in the Special Agent Basic School at the Federal Law Enforcement Training Center (FLETC). Upon satisfactory completion of these two courses, they are assigned to a Special Agent position and receive carefully monitored on-the-job training for a period of one year to 18 months. Subsequent to this initial training, all special agents must receive a minimum of 40 hours of "in-service" law enforcement training each year, which will include up to eight hours of firearms training. All entry level special agents must successfully complete the prescribed firearms training courses at the FLETC during the Criminal Investor School and Special Agent Basic School. Firearms qualifications for all Service Personnel are addressed in 442 FW 1.</p>	Refuges			x						
Fire Extinguisher	All Service employees who may expect to use a fire extinguisher		February 1980	October 2012	Initial 1 hour and annual refresher training	Annual	OSHA Act of 1970	<a href="#">OSHA Act of 1970, Page 57</a>	<p>1910.157 Portable fire extinguishers                      (g) Training and education                      (1) Where the employer has provided portable fire extinguishers for employee use in the workplace, the employer shall also provide an educational program to familiarize employees with the general principles of fire extinguisher use and the hazards involved with incipient stage firefighting.                      (2) The employer shall provide the education required in paragraph (g)(1) of this section upon initial employment and at least annually thereafter.                      (3) The employer shall provide employees who have been designated to use fire fighting equipment as part of an emergency action plan with training in the use of the appropriate equipment.                      (4) The employer shall provide the training required in paragraph (g)(3) of this section upon initial assignment to the designated group of employees and at least annually thereafter.</p>	Contract trainers, suppliers and local fire departments				x		x			



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Course Title	Target Audience	Size of Population	Date Training Implemented	Date Training Updated	Training Requirement	Frequency	Authority / Reason for Training	Citation	Text	Responsible Office	Web Address for Mandatory training website	FWS Manual / DO	DOI	U.S.Law	Equipment Specific	Job Specific	All	
Fire Management Officer Training	Fire Management Officers		September 2010	March 2012	60 hours	One-time	621 FW 1	<a href="#">621 FW 1, Page 9, Section 1.11</a>	<b>1.11 What are the Service's requirements for fire management training?</b> Only trained and qualified personnel may participate in fire management duties. A. Fire personnel must meet our training and qualification standards for the positions they occupy. Supervisors must not dispatch or assign personnel to wildfire or prescribed fire duty if they are not qualified.	Regional Fire Mgmt Coordinator		x				x		
Firearms (non-law enforcement)	Service personnel that use firearms for protection from wildlife		June 2008	February 2009	Initial and annual refresher; designated shooter training in firearm use	Annual	442 FW 1	<a href="#">442 FW 1, Page 2, Section 1.7</a>	<b>1.7 What are the initial firearms training requirements for entry-level officers?</b> A. Service Sidearm Training. To qualify to carry and use a sidearm, all entry-level Service law enforcement officers must: (1) Successfully complete training on sidearm use from the Criminal Investigator or Basic Land Management Police Training at the Federal Law Enforcement Training Center (FLETC) or other law enforcement training school. To attend a school other than the FLETC, the officer must receive written permission from the Department's Director – Office of Law Enforcement, Security, and Emergency Management (OLESEM). To	TBD		x		x				
Firearms Armor Factory Training Course	Service Designated Firearms Armors		June 2008	February 2009	Successful completion of Factory armor school for the weapons they are servicing	Recurring 3 Years	442 FW 1	<a href="#">442 FW 1, Page 2, Section 1.7</a>	<b>1.7 What are the initial firearms training requirements for entry-level officers?</b> A. Service Sidearm Training. To qualify to carry and use a sidearm, all entry-level Service law enforcement officers must: (1) Successfully complete training on sidearm use from the Criminal Investigator or Basic Land Management Police Training at the Federal Law Enforcement Training Center (FLETC) or other law enforcement training school. To attend a school other than the FLETC, the officer must receive written permission from the Department's Director – Office of Law Enforcement, Security, and Emergency Management (OLESEM). To familiarize officers with firing at night, completion of a reduced-light course of fire is required as part of the initial firearms training. (2) Fire a minimum score of 80 percent on the course of fire used for qualification purposes during this basic training. If we provide qualification tests during the Special Agent Basic School or the Refuge Officer Basic School, officers must still score a minimum of 80 percent.	Refuges-RRLEC		x			x			
Firearms Instructor Training	Service Designated Firearms Instructors		June 2008	February 2009	Firearm Instructor Training Course FLETC - 80 hours. Required for those who volunteer to be firearm instructors	One-time	442 FW 1	<a href="#">442 FW 1, Page 2, Section 1.7</a>	<b>1.7 What are the initial firearms training requirements for entry-level officers?</b> A. Service Sidearm Training. To qualify to carry and use a sidearm, all entry-level Service law enforcement officers must: (1) Successfully complete training on sidearm use from the Criminal Investigator or Basic Land Management Police Training at the Federal Law Enforcement Training Center (FLETC) or other law enforcement training school. To attend a school other than the FLETC, the officer must receive written permission from the Department's Director – Office of Law Enforcement, Security, and Emergency Management (OLESEM). To familiarize officers with firing at night, completion of a reduced-light course of fire is required as part of the initial firearms training. (2) Fire a minimum score of 80 percent on the course of fire used for qualification purposes during this basic training. If we provide qualification tests during the Special Agent Basic School or the Refuge Officer Basic School, officers must still score a minimum of 80 percent.	Refuges-RRLEC		x					x	

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Course Title	Target Audience	Size of Population	Date Training Implemented	Date Training Updated	Training Requirement	Frequency	Authority / Reason for Training	Citation	Text	Responsible Office	Web Address for Mandatory training website	FWS Manual / DO	DOI	U.S.Law	Equipment Specific	Job Specific	All
Firearms Re-qualification	All Refuge Officers		June 2008	February 2009	Handgun, Rifle, Shot-gun Re-qualification: Handgun semi-annually; Handgun Reduced annually; Shot-gun if chooses to carry semi-annually; Rifle if chooses to carry semi-annually	Recurring	442 FW 1	<a href="#">442 FW 1, Page 2, Section 1.7</a>	<b>1.7 What are the initial firearms training requirements for entry-level officers?</b> A. Service Sidearm Training. To qualify to carry and use a sidearm, all entry-level Service law enforcement officers must: (1) Successfully complete training on sidearm use from the Criminal Investigator or Basic Land Management Police Training at the Federal Law Enforcement Training Center (FLETC) or other law enforcement training school. To attend a school other than the FLETC, the officer must receive written permission from the Department's Director – Office of Law Enforcement, Security, and Emergency Management (OLESEM). To	Refuges-RRLEC		x	x		x		
Firearms Re-Qualification (LE Weapons)	All special agents		June 2008	February 2009	Handgun / rifle / shotgun requalification; Handgun - Semi-annually (reduced light, handgun only annually) ; Shotgun - Annually; Rifle Annually	Recurring	442 FW 1	<a href="#">442 FW 1, Page 2, Section 1.7</a>	<b>1.7 What are the initial firearms training requirements for entry-level officers?</b> A. Service Sidearm Training. To qualify to carry and use a sidearm, all entry-level Service law enforcement officers must: (1) Successfully complete training on sidearm use from the Criminal Investigator or Basic Land Management Police Training at the Federal Law Enforcement Training Center (FLETC) or other law enforcement training school. To attend a school other than the FLETC, the officer must receive written permission from the Department's Director – Office of Law Enforcement, Security, and Emergency Management (OLESEM). To familiarize officers with firing at night, completion of a reduced-light course of fire is required as part of the initial firearms training. (2) Fire a minimum score of 80 percent on the course of fire used for qualification purposes during this basic training. If we provide qualification tests during the Special Agent Basic School or the Refuge Officer Basic School, officers must still score a minimum of 80 percent.	LE		x	x		x		
Firefighter (Wildland)	Wildland firefighters		September 2010	March 2012	FWS and NWCG requirements	Recurring	621 FW 1, 485 DM 4	<a href="#">621 FW 1, Page 9, Section 1.11</a>	<b>1.11 What are the Service's requirements for fire management training?</b> Only trained and qualified personnel may participate in fire management duties. A. Fire personnel must meet our training and qualification standards for the positions they occupy. Supervisors must not dispatch or assign personnel to wildfire or prescribed fire duty if they are not qualified.	National Interagency Fire Center, Regional Fire Courses		x	x			x	
Firefighter Safety Refresher Course	All personnel with wildland and/or prescribed fire management duties, including refuge managers/project leaders and other regular refuge staff		September 2010	March 2012	Annual, 6 hours Covers Standard Fire Orders, 18 Watch Out Situations, and fire shelter training	Annual	621 FW 1	<a href="#">621 FW 1, Page 9, Section 1.11</a>	<b>1.11 What are the Service's requirements for fire management training?</b> Only trained and qualified personnel may participate in fire management duties. A. Fire personnel must meet our training and qualification standards for the positions they occupy. Supervisors must not dispatch or assign personnel to wildfire or prescribed fire duty if they are not qualified.			x				x	
First Aid/CPR	Designated employee at each work location.		March 2004	August 2012	First Aid/CPR - 8hrs; Wilderness First Aid/CPR- 16hrs; CPR/AED-8hrs	Recurring	OSHA Act of 1970; EO #12196; 240 FW 3	<a href="#">240 FW 3, Page 4, Section 3.5</a>	<b>3.5 What are the general safety and health training requirements?</b> A. Employees must be given formal and informal training sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA), the Department, and the Service require specific safety and health training for many job activities. B. Each facility that is 5 minutes or more from a hospital, clinic, or ambulance service must have at least one individual currently certified in first aid and Cardiopulmonary Resuscitation	Contract Trainers (CASU), American Red Cross American Heart Association		x		x		x	

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Course Title	Target Audience	Size of Population	Date Training Implemented	Date Training Updated	Training Requirement	Frequency	Authority / Reason for Training	Citation	Text	Responsible Office	Web Address for Mandatory training website	FWS Manual / DO	DOI	U.S.Law	Equipment Specific	Job Specific	All		
FISSA (Federal Information System Security Awareness)	All Federal Employees		September 2002	June 2010	1.5 hours	Annual	5 CFR 930.301, Federal Information Security Act of 2002, 36 CFR 1222, 18 USC 2071, Privacy Act of 1974, 270 FW 7	<a href="#">270 FW 7, Page 6, Table 7.3</a>	(3) System End Users: (a) Completing the applicable access request form and abiding by all rules of behavior associated with an information system; (b) Reporting to their supervisors anything they think could be a breach or threat to system security; and (c) Completing annual information security training required by the Department.	Assigned annually in DOI Learn		x	x	x			x		
Formaldehyde Training	All service employees involved with use of formaldehyde		March 2004	August 2012	Initial training before use - TBD	Recurring	240 FW 3, 242 FW 9	<a href="#">240 FW 3, Page 4, Section 3.5</a>	<b>3.5 What are the general safety and health training requirements?</b> A. Employees must be given formal and informal training sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA), the Department, and the Service require specific safety and health training for many job activities. B. Each facility that is 5 minutes or more from a hospital, clinic, or ambulance service must have at least one individual currently certified in first aid and Cardiopulmonary Resuscitation (CPR), including bloodborne pathogens training on universal precautions (242 FW 12). When practical, more than one individual should be trained and kept certified. Many Service policies require first aid and CPR for specific employees and specific activities. In areas where immediate access to a hospital, clinic, or ambulance service is not available, we recommend wilderness first aid training. C. Sections 3.6 and 3.7 describe required safety training depending on the type of employee (e.g., managers, CDSOs, new employees). In addition to these sections, there are specific safety training requirements depending on the types of jobs employees perform (e.g., electrofishing, chain saw operations, etc.). Supervisors and employees must familiarize themselves with the requirements for training specific to the potential hazards of the jobs at hand. To do this, they must review: (1) Parts 240-244 of the Service Manual; (2) 485 DM; (3) The Department's Occupational Health and Training Guide located on the Web (click on "safety and health").	Certified chemical instructions		x					x		
Ground School	Pilots (Flight crewmembers)		December 2015	January 2019	One Week/odd calendar years	Recurring 2 years	OAS: OPM-02-AR-10	<a href="#">OAS: OPM-02-AR-10, Page 2, Section 5</a>	<b>5. Expectations.</b> A. What the facility should expect. If the aircraft comes due for a scheduled maintenance event, the pilot should notify fleet services in adequate time (14 Days advance notification) for the maintenance package to be in the facility's hands. Contact between the pilot and the Fleet Services will insure the schedule will be kept in an acceptable manner. A complete list of known discrepancies will be entered in the OAS-2 Flight Log OPM - 03 Page 4 book before the aircraft and book are turned over to the facility. If any modifications are to be done by another facility during the same event (i.e.: avionics), both facilities will be scheduled before the work starts. If the aircraft comes in for an unscheduled airworthiness maintenance event, the facility can expend up to four man-hours to troubleshoot and repair while contact is being made with Fleet Services. This will be used to reduce response time and improve mission availability. It will not be used for Pilot responsibilities (oil changes, etc) or as a means to circumvent the system when normal arrangements can reasonably be made. The pilot and facility will notify Fleet	RAM				x	x		x		

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Hazard Communication Program (Included in RCRA training)	All employees with potential on-the-job exposure to hazardous materials		May 2011	November 2013	8 hours	One-time	29CFR1910.1200, 242 FW 2	<a href="#">242 FW 2, Page 5, Section G (1), (2)</a>	G. Employees (1) Complying with all aspects of the HAZCOM program applicable to their duties, (2) Successfully completing required HAZCOM program training so that they: (a) Understand how to interpret and properly label chemicals, (b) Know the location of and how to read SDSs, and (c) Know how to apply engineering and administrative controls to minimize or eliminate hazards.	DOI Trainers Contract Trainers OSHA Training		x				x			
Hazard Recognition Training	Supervisors		March 2004	August 2012	Teaches how to identify hazards; 2 hours	One-time	240 FW 3 OSHA Act of 1970; EO #12196; 29 CFR 1960	<a href="#">240 FW 3, Page 4, Section 3.5</a>	<b>What are the general safety and health training requirements?</b> A. Employees must be given formal and informal training sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA), the Department, and the Service require specific safety and health training for many job activities. B. Each facility that is 5 minutes or more from a hospital, clinic, or ambulance service must have at least one individual currently certified in first aid and Cardiopulmonary Resuscitation (CPR), including bloodborne pathogens training on universal precautions (242 FW 12). When practical, more than one individual should be trained and kept certified. Many Service policies require first aid and CPR for specific employees and specific activities. In areas where immediate access to a hospital, clinic, or ambulance service is not available, we recommend wilderness first aid training. C. Sections 3.6 and 3.7 describe required safety training depending on the type of employee (e.g., managers, CDSOs, new employees). In addition to these sections, there are specific safety training requirements depending on the types of jobs employees perform (e.g., electrofishing, chain saw operations, etc.). Supervisors and employees must familiarize themselves with the requirements for training specific to the potential hazards of the jobs at hand. To do this, they must review: (1) Parts 240-244 of the Service Manual; (2) 485 DM; (3) The Department's Occupational Health and Training Guide located on the Web (click on "safety and health training" resources) and the			x						x	
Hazardous Waste Operations and Emergency Response (HAZWOPER) - Designated Spill Responders and Environmental Contaminants Specialists	Designated Spill Responders (Directors memo requires that one Field Spill Response Coordinator and one alternate be designated in each unit, including National Wildlife Refuges and Field Stations)		March 1996	February 2013	Contaminants require initial 40 hour class & 3 days of supervised field experience and annual 8 hour refresher; 24 hour offsite class plus 1 day supervised; annual 8 hour refresher for workers that are occasionally on site or have limited tasks; 40 hour HAZWOPER training for personnel venturing into the spill for purposes of monitoring, wildlife capture, sampling, etc	Annual	Memorandum from FWS Director, "The Service Oil Spill Response Program," March 9, 1998; 29 CFR 1910.12	<a href="#">29CFR1910.120</a>	<b>1910.120(b)(1)(ii)(D)</b>  The safety and health training program;	Each Field Station; Ecological Services Regional and Field Offices, OSHA Training Contract Trainers					x		x	x	
Hearing Conservation: with audiometric testing	Service personnel required to wear hearing protection		March 1996	February 2013	4 hours, initial and annual training and annual testing	Annual	29 CFR 1910.95	<a href="#">29 CFR 1910.95 C(1)</a>	The employer shall administer a continuing, effective hearing conservation program, as described in paragraphs (c) through (o) of this section, whenever employee noise exposures equal or exceed an 8-hour time-weighted average sound level (TWA) of 85 decibels measured on the A scale (slow response) or, equivalently, a dose of fifty percent. For	Contract Trainers *Audiometric testing administered by qualified medical personnel						x		x	
Hearing Conservation: without audiometric testing	All Service personnel		March 1996	February 2013	4 hours, initial training for all employees with possible refresher	Recurring	29 CFR 1910.95(k), 242 FW 3	<a href="#">29 CFR 1910.95(k)</a>	The employer shall train each employee who is exposed to noise at or above an 8-hour time weighted average of 85 decibels in accordance with the requirements of this section. The employer shall institute a training program and ensure employee participation in the program.	Contract Trainers		x				x		x	
Heavy Equipment Operator Training	All service employees who operate heavy equipment		April 2011	February 2016	Initial 2 weeks of training before operation of equipment	Recurring	322 FW 2; 243 FW 1; 321 FW 1	<a href="#">321 FW 1, Page 18, Section B(1)</a>	B. Heavy Duty Equipment Training. (1) Initial 8-hour heavy equipment safety training must follow the guidelines in the Service's Heavy Equipment and ORUV Safety Training Handbook and should be documented on FWS Forms 3-2267 and 3-2268.	On-site/hands-on training DOI trainers *training administered through Refuges		x					x		



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Hoisting Equipment	All maintenance and equipment operators that make lifts		March 1996	February 2013	Before making lifts, as required	Recurring	29CFR1910.184	<a href="#">29CFR1910.184</a>	This section applies to slings used in conjunction with other material handling equipment for the movement of material by hand.	Qualified instructors sling and cable suppliers hoist manufacturers				x	x		
Initial Fire Management Training	All personnel who intend to perform wild land firefighter or prescribed fire deputies		September 2010	March 2012	32 hours of law enforcement refresher training	One-time	621 FW 1	<a href="#">621 FW 1, Page 9, Section 1.11</a>	<b>1.11 What are the Service's requirements for fire management training?</b> Only trained and qualified personnel may participate in fire management duties. A. Fire personnel must meet our training and	Regional Fire Mgmt Coordinator		x				x	
Interagency Fire Management Leadership Course	Refuge managers/project leaders and Program and ARDs who are responsible for managing or providing oversight to a fire program on our lands		September 2010	March 2012	32 hours	Recurring	621 FW 1	<a href="#">621 FW 1, Page 9, Section 1.11</a>	<b>1.11 What are the Service's requirements for fire management training?</b> Only trained and qualified personnel may participate in fire management duties. A. Fire personnel must meet our training and	Regional Fire Mgmt Coordinator		x				x	
Job Hazard Analysis	All Service employees		March 1992	December 2008	Before performing assigned jobs	Recurring	240 FW 1,2,3, 29CFR1960.59	<a href="#">240 FW 1, Page 4, Section 3.5</a>	<b>1.10 What are the training requirements for employees working in a laboratory?</b> A. Project Leaders/facility managers/supervisors must provide employees with information and training: (1) To ensure that they know the proper identification, handling, storage, labeling, transportation and disposal of hazardous materials and wastes in their work areas, and that they can protect themselves from exposure (see 561 FW 6). (2) When they initially assign an employee to the work area and before assignments involving any new exposure situations. B. Employees must receive training on: (1)How to detect the presence or release of a hazardous chemical; (2)The hazards of chemicals in the work area and the symptoms associated with exposure; (3)What they must do to protect themselves from these hazards, including appropriate work practices, use of PPE, and emergency procedures; (4)The contents of the laboratory's Chemical Hygiene Plan and where it is available for reference; (5) How to access the information in OSHA's Occupational Exposure to Hazardous Chemicals in Laboratories standard (29 CFR 1910.1450); (6)How to access Material Safety Data Sheets for each hazardous chemical that the employees may be exposed to; and (7)OSHA's permissible exposure limits (PELs) or recommended exposure limits for other hazardous chemicals where there is no applicable OSHA standard.	Supervisors Collateral Duty Officer Contract Trainers		x		x		x	
Lab Safety (Genetics)	All new Genetics Lab employees		October 1992	October 2008	Four hours. Training is provided in form of video prior to working in the laboratory	One-time	Lab Safety Plan based on OSHA guidelines, 242 FW 8	<a href="#">242 FW 8, Page 5, Section 8.10</a>	<b>8.10 What are the training requirements for employees working in a laboratory?</b> A. Project Leaders/facility managers/supervisors must provide employees with information and training: (1) To ensure that they know the proper identification, handling, storage, labeling, transportation and disposal of hazardous materials and wastes in their work areas, and that they can protect themselves from exposure (see 561 FW 6). (2) When they initially assign an employee to the work area and before assignments involving any new exposure situations. B. Employees must receive training on: (1)How to detect the presence or release of a hazardous chemical; (2)The hazards of chemicals in the work area and the symptoms associated with exposure; (3)What they must do to protect themselves from these hazards, including appropriate work practices, use of PPE, and emergency procedures; (4)The contents of the laboratory's Chemical Hygiene Plan and where it is available for reference; (5) How to access the information in OSHA's Occupational Exposure to Hazardous Chemicals in Laboratories standard (29 CFR 1910.1450); (6)How to access Material Safety Data Sheets for each hazardous chemical that the employees may be exposed to; and (7)OSHA's permissible exposure limits (PELs) or recommended exposure limits for other hazardous chemicals where there is no applicable OSHA standard.	Genetics Lab		x		x		x	
Laboratory Safety	All Service personnel working in laboratory environments		October 1992	October 2008	Prior assignment to exposure to hazardous chemical and changes in work procedures	Recurring	242 FW 8	<a href="#">242 FW 8, Page 5, Section 8.10</a>	<b>8.10 What are the training requirements for employees working in a laboratory?</b> A. Project Leaders/facility managers/supervisors must provide employees with information and training: (1) To ensure that they know the proper identification, handling, storage, labeling,	Chemical Hygiene Officer Contract Trainers		x			x		

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Land Management Police Training	All Refuge Officers		January 1995	November 2005	Land Management Police Training Program 16.2 weeks	One-time	446 DM 2.4, 232 FW 2.6 and Director's Order 205	<a href="#">232 FW 2, Page 1, Section 2.5</a>	2.5 Training Requirements and Qualifications for Law Enforcement Personnel. A. Special Agents. All entry level special agents must successfully complete eight weeks of intensive training in Criminal Investigator School followed by eight weeks training in the Special Agent Basic School at the Federal Law Enforcement Training Center (FLETC). Upon satisfactory completion of these two courses, they are assigned to a Special Agent position and receive carefully monitored on-the-job training for a period of one year to 18 months. Subsequent to this initial training, all special agents must receive a minimum of 40 hours of "in-service" law enforcement training each year, which will include up to eight hours of firearms training. All entry level special agents must successfully complete the prescribed firearms training courses at the FLETC during the Criminal Investor School and Special Agent Basic School. Firearms qualifications for all Service Personnel are addressed in 442 FW 1.	Refuges - RRLEC		x	x				x	
Law Enforcement	All Service personnel with LE responsibilities		January 1995	November 2005	FWS requirements, initial and annual refresher training	Annual	232 FW 2 and Director's Order 205	<a href="#">232 FW 2, Page 1, Section 2.5</a>	2.5 Training Requirements and Qualifications for Law Enforcement Personnel. A. Special Agents. All entry level special agents must successfully complete eight weeks of intensive training in Criminal Investigator School followed by eight weeks training in the Special Agent Basic School at the Federal Law Enforcement Training Center (FLETC). Upon satisfactory completion of these two courses, they are assigned to a Special Agent position and receive carefully monitored on-the-job training for a period of one year to 18 months. Subsequent to this initial training, all special agents must receive a minimum of 40 hours of "in-service" law enforcement training each year, which will include up to eight hours of firearms training. All entry level special agents must successfully complete the prescribed firearms training courses at the FLETC during the Criminal Investor School and Special Agent Basic School. Firearms qualifications for all Service Personnel are addressed in 442 FW 1.	FLETC and NCTC courses, Annual refresher/re-qualification trainer		x					x	
Law Enforcement Annual Refresher	All Refuge Officers		January 1995	November 2005	40 hours annually	Annual	232 FW 2 and Director's Order 205	<a href="#">232 FW 2, Page 1, Section 2.5</a>	2.5 Training Requirements and Qualifications for Law Enforcement Personnel. A. Special Agents. All entry level special agents must successfully complete eight weeks of intensive training in Criminal Investigator School followed by eight weeks training in the Special Agent Basic School at the Federal Law Enforcement Training Center (FLETC). Upon satisfactory completion of these two courses, they are assigned to a Special Agent position and receive carefully monitored on-the-job training for a period of one year to 18 months. Subsequent to this initial training, all special agents must receive a minimum of 40 hours of "in-service" law enforcement training each year, which will include up to eight hours of firearms training. All entry level special agents must successfully complete the prescribed firearms training courses at the FLETC during the Criminal Investor School and Special Agent Basic School. Firearms qualifications for all Service Personnel are addressed in 442 FW 1.								x	

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Course Title	Target Audience	Size of Population	Date Training Implemented	Date Training Updated	Training Requirement	Frequency	Authority / Reason for Training	Citation	Text	Responsible Office	Web Address for Mandatory training website	FWS Manual / DO	DOI	U.S.Law	Equipment Specific	Job Specific	All	
Law Enforcement for Field Supervisors	Supervisor of Refuge Officers who do not have an LE Commission		January 1995	November 2005	Attend 20 hour course every 3 years	Recurring 3 Years	232 FW 2.6 and Director's Order 205	<a href="#">232 FW 2, Page 1, Section 2.5</a>	<b>2.5 Training Requirements and Qualifications for Law Enforcement Personnel.</b> A. Special Agents. All entry level special agents must successfully complete eight weeks of intensive training in Criminal Investigator School followed by eight weeks training in the Special Agent Basic School at the Federal Law Enforcement Training Center (FLETC). Upon satisfactory completion of these two courses, they are assigned to a Special Agent position and receive carefully monitored on-the-job training for a period of approximately 18 months.	Refuges-RRLEC		x				x		
Lead Based Paint	Employees with duties that may encounter LBP		August 1996	April 2008	Initial awareness training before assignment to work that may involve LBP	One-time	561 FW 6; 40 CFR 745	<a href="#">40 CFR 745, Subpart L, Section 220</a>	<b>§745.220 Scope and applicability.</b> (a) This subpart contains procedures and requirements for the accreditation of training programs for lead-based paint activities and renovations, procedures and requirements for the certification of individuals and firms engaged in lead-based paint activities, and work practice standards for performing such activities. This subpart also requires that, except as discussed below, all lead-based paint activities, as defined in this subpart, be performed by certified individuals and firms.	Contract Trainers, Regional Environmental Coordinator		x		x		x		
Lockout/Tagout	All employees required to de-energize and work on equipment		October 1992	March 2004	4 hours training prior to assignment	Recurring	241 FW 8	<a href="#">241 FW 8, Page 6, Section A</a>	<b>A. Training for authorized employees will include:</b> (1)The purpose and requirements of the LOTO Program. (2)Recognition of hazardous energy sources. (3)Type and magnitude of the energy in the machines/equipment at their workplace. (4)Methods of energy isolation and control. (5)The dangers of ignoring or removing a lockout/tagout device from a machine, circuit, or system. <b>B. Training for affected employees will include:</b> (1)The contents of this chapter. (2)Rules against removing energy control.	Contract Trainers OSHA Trainers		x		x	x			
Maintaining a Drug-Free Workplace	All Federal Employees		September 1986	August 2016	30 Minutes	Once W/ 90 days of initial entry on duty	Executive Order 12564; 230 FW 2	<a href="#">Executive Order 12564, Page 2, Section 2(a)</a>	Sec. 2. Agency Responsibilities.(a) The head of each Executive agency shall develop a plan for achieving the objective of a drug-free workplace with due consideration of the rights of the government, the employee, and the general public.(b) Each agency plan shall include: (1) A statement of policy setting forth the agency's expectations regarding drug use and the action to be anticipated in response to identified drug use; (2) Employee Assistance Programs emphasizing high level direction, education, counselling, referral to rehabilitation, and coordination with available community resources; (3) Supervisory training to assist in identifying and addressing illegal drug use by agency employees; (4) Provision for self-referrals as well as supervisory referrals to treatment with maximum respect for individual confidentiality consistent with safety and security issues; and (5) Provision for identifying illegal drug users, including testing on a controlled and carefully monitored basis in accordance with this Order.	230 FW 2		x		x				

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MOCC and MOICC Refresher Training	Current certified motorboat operators		March 2008	September 2014	See: <a href="https://training.fws.gov/MOCC">https://training.fws.gov/MOCC</a>	Recurring 5 years	DM 485, 241 FW 1, DOI Watercraft Safety Program	<a href="#">241 FW 1, Page 7, Section 1.7 (a)(b)</a>	<p><b>1.7 What are the training requirements for watercraft operators?</b>                      A. Motorboat Operator Certification Course (MOCC) &amp; Refresher Training.                      (1) Service-authorized operators of motorboats must, at a minimum, successfully complete the Department's MOCC or an approved substitute course.                      (2) Before taking the MOCC, personnel may practice motorboat operation under the supervision of a MOCC-trained operator on board the watercraft. Personnel who have not taken the MOCC may only operate motorboats to gain experience.                      (3) Contact the Regional Watercraft Safety Coordinator to register for the MOCC or to request approval for a substitute course. Substitute training must meet the MOCC objectives, including on-water proficiency.                      (4) Operators must complete MOCC refresher training every 5 years to maintain certification. Details about the MOCC and</p>	DOI Trainers NCTC SAF4R02, NCTC Contact: Gary Schetrompf									
Motor Vehicle Operation	All employees who operate Government vehicles or any vehicles for gov't use		April 2011	February 2016	As needed for state or commercial license	One-time	243 FW 1, 321 FW 1	<a href="#">321 FW 1, Page 18, Section A (1)(2)</a>	<p><b>A. Motor Vehicle Training.</b>                      (1) Motor vehicle training must follow the guidelines of the State issuing the driver's license.                      (2) Motor vehicle operators must comply with Regional policies that may require additional training, such as defensive driving training.</p>			x							
Motorboat Operator Certification Course (MOCC)	Any Service Employee required to operate a motor boat		March 1999		Initial training is 24 hours before operating, includes both classroom and on- the-water instruction; Refresher 8 hours every 5 years – see: <a href="https://training.fws.gov/MOCC">https://training.fws.gov/MOCC</a>	One-time with refresher requirement	241 FW 1, DOI Water Craft Safety Program, 485 DM 22	<a href="#">241 FW 1, Page 7, Section 1.7 (a)(b)</a>	<p><b>1.7 What are the training requirements for watercraft operators?</b>                      A. Motorboat Operator Certification Course (MOCC) &amp; Refresher Training.                      (1) Service-authorized operators of motorboats must, at a minimum, successfully complete the Department's MOCC or an approved substitute course.                      (2) Before taking the MOCC, personnel may practice motorboat operation under the supervision of a MOCC-trained operator on board the watercraft. Personnel who have not taken the MOCC may only operate motorboats to gain experience.                      (3) Contact the Regional Watercraft Safety Coordinator to register for the MOCC or to request approval for a substitute course. Substitute training must meet the MOCC objectives, including on-water proficiency.                      (4) Operators must complete MOCC refresher training every 5 years to maintain certification. Details about the MOCC and</p>	DOI Trainers NCTC SAF4102, R3 Contact: Dave Wedan Site availability									
Motorboat Operator Instructor Certification Course (MOICC)	Experienced motorboat operators who have completed the MOCC or approved equivalent		March 1999		See: <a href="https://training.fws.gov/MOCC">https://training.fws.gov/MOCC</a>	One-time	485 DM 22, 241 FW 1 DOI Water Craft Safety Program	<a href="#">241 FW 1, Page 7, Section 1.7 (a)(b)</a>	<p><b>1.7 What are the training requirements for watercraft operators?</b>                      A. Motorboat Operator Certification Course (MOCC) &amp; Refresher Training.                      (1) Service-authorized operators of motorboats must, at a minimum, successfully complete the Department's MOCC or an approved substitute course.                      (2) Before taking the MOCC, personnel may practice motorboat operation under the supervision of a MOCC-trained operator on board the watercraft. Personnel who have not taken the MOCC may only operate motorboats to gain experience.                      (3) Contact the Regional Watercraft Safety Coordinator to register for the MOCC or to request approval for a substitute course. Substitute training must meet the MOCC objectives, including on-water proficiency.                      (4) Operators must complete MOCC refresher training every 5 years to maintain certification. Details about the MOCC and MOCC refresher are in the MOCC minimum standards on NCTC's Web site.                      B. Motorboat Operator Instructor Certification Course (MOICC). Individuals who have successfully completed the MOICC instruct MOCC courses. Details regarding the MOICC are found in the minimum standards on NCTC's Web site.</p>	DOI Trainers NCTC SAF4101, NCTC Contact: Gary Schetrompf									



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National Wilderness Stewardship	Refuge managers of refuges containing designated Wilderness or a Wilderness study area; Refuge supervisors; Regional Wilderness Coordinator		November 2008	November 2008	Refuge Managers and Wilderness Coordinator - within 1 year of appointment; Refuge Supervisors - within 2 years of appointment; Wilderness Coordinator - within 1 year of appointment; Regional Chief - by 2003	One-time	610 FW 1	<a href="#">610 FW 1, Page 14, Section 1.24</a>	<b>1.24 What are the training requirements for Refuge System staff?</b> A. National Wilderness Coordinator. The National Wilderness Coordinator must: (1) Attend the next available Carhart Center national wilderness stewardship training course following appointment to the position. If the individual has attended a previous national session, this requirement does not apply. (2) At least every 2 years, attend a wilderness issues course or another course, workshop, or conference designed by the Carhart Center or the National Conservation Training Center (NCTC) to serve as a review of wilderness policy and an update of current wilderness issues.	Refuges - Regional Wilderness Coordinator		x				x		
Natural Resource Officer Police	All Refuge Officers		November 2008	November 2008	National Resources Officer Police Training - 16.2 weeks	One-time	446 DM 2.4 232 FW 2.6 and Director's Order 205	<a href="#">232 FW 2, Page 1, Section 2.5</a>	<b>2.5 Training Requirements and Qualifications for Law Enforcement Personnel.</b> A. Special Agents. All entry level special agents must successfully complete eight weeks of intensive training in Criminal Investigator School followed by eight weeks training in the Special Agent Basic School at the Federal Law Enforcement Training Center (FLETC). Upon satisfactory completion of these two courses, they are assigned to a Special Agent position and receive carefully monitored on-the-job training for a period of one year to 18 months. Subsequent to this initial training, all special agents must receive a minimum of 40 hours of "in-service" law enforcement training each year, which will include up to eight hours of firearms training. All entry level special agents must successfully complete the prescribed (a) Covered employees. Each calendar year, agencies must train the following employees: (1) Employees appointed by the President; (2) Employees of the Executive	Refuges-RRLEC		x	x				x	
No FEAR Act Training	All Service employees				Web Based Training	Every Two Years	No Fear Act, Implemented by Director's Memo	<a href="#">5 CFR 2638.705</a>	(a) Covered employees. Each calendar year, agencies must train the following employees: (1) Employees appointed by the President; (2) Employees of the Executive	DOI - Assigned through DOI Learn		x					x	
OAS Aviation Management for Managers	Those who are responsible and accountable for using aviation resources to accomplish Service programs				Four 6 hours training in the collection, maintenance, and release requirements	Recurring	DM OPM-04	<a href="#">DM OPM-04, Page 2, Section 5</a>	Provide bureau representation to DOI Executive Aviation Subcommittee, aviation training workgroups and the Interagency Aviation Training Sub-Committee (IATS) as required.	DOI Trainers Office of Aircraft Services			x				x	
OAS Aviation Management for Supervisors	First and second level supervisors of employees using aircraft to accomplish Service programs				Four 8 hour classroom course every 3 years	Recurring 3 years	DM OPM-04	<a href="#">DM OPM-04, Page 2, Section 5</a>	Provide bureau representation to DOI Executive Aviation Subcommittee, aviation training workgroups and the Interagency Aviation Training Sub-Committee (IATS) as required.	DOI Trainers Office of Aircraft Services			x				x	
OAS Basic Airplane/Helicopter Safety	All Service personnel required to fly in aircraft operated below 500 feet above ground level or other activities designated as special use by OAS				Four 8 hour classroom course every 3 years before any special-use flying in non-commercial aircraft	Recurring 3 years	DM OPM-04	<a href="#">DM OPM-04, Page 2, Section 5</a>	Provide bureau representation to DOI Executive Aviation Subcommittee, aviation training workgroups and the Interagency Aviation Training Sub-Committee (IATS)	DOI Trainers Office of Aircraft Services			x		x			
ORUV Training	All employees that operate ORUVs (ATV, UTV, snow mobile, amphibious Vehicle)		April 2011	February 2016	6 hours hands on for each category; refresher training when unsafe performance is observed	One-time with refresher requirement every 3 yrs	321 FW 1; 240 FW 3; 29 CFR 1960.59	<a href="#">321 FW 1, Page 17, Section 1.21</a>	<b>1.21 What are the training requirements for operators of motor vehicles and motor equipment?</b> Operators must satisfactorily complete appropriate training (see Exhibit 1)	Trained Service ORUV operators; training area to permit hands-on driver training course		x		x	x			

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Permit Required Confined Space	All Service personnel assigned to enter a PRCS		September 1996	November 2007	Prior to any work associated with PRCS	Recurring	240 FW 3, 242 FW 11, 29CFR1910.146	<a href="#">242 FW 11, Page 6, Section 11.8, F</a>	<b>11.8 What are the major elements that OSHA requires for a confined space program?</b> OSHA requires that confined space programs contain, but are not limited to, the following elements. We describe how we implement each of these elements in <a href="#">3.24</a> <b>What training do I need? I have to wear Personal Protective Equipment while performing my job?</b> A. We will train you to know the following, as a minimum: (1) When PPE is necessary. (2) What PPE is necessary for which job tasks. (3) How to properly put on, remove, adjust and wear PPE. (4) The limitations of the PPE. (5) The proper care, maintenance, useful life and disposal of the PPE. B. Your project leader/supervisor will require	OSHA Training Institute OSHA Trainers		x		x		x		
Personal Protective Equipment (PPE)	All Service employees required to use PPE		March 2004	February 2019	Training prior to PPE	Recurring	241 FW 3, 485 DM 20 29CFR1910.132&133-139	<a href="#">241 FW 3, Page 7, Section 3.24</a>	<b>7.18 What are the training requirements for applying pesticides?</b> We must train personnel before they begin work with pesticides. A. Pesticide users must have pesticide training and certification required by applicable policies and regulations. The Environmental Protection Agency (EPA) regulations require that people applying pesticides be certified as competent to apply Restricted Use Pesticides. States, territories, tribes, and some Federal agencies have EPA-approved certification programs. For safety reasons, we also encourage all personnel who conduct pesticide-related activities with general use pesticides to acquire pesticide	Product Manufacturer Supervisor, Contract Trainers		x	x	x		x		
Pesticide Training	All Service personnel assigned to work with or those that may be exposed to pesticides		September 1996	December 2009	8 hours	One-time	242 FW 7, 40CFR170.132, 517 DM 1	<a href="#">242 FW 7, Page 9, Section 7.18</a>	<b>8.7 Who is responsible for the HFP?</b> A. Regional Directors, Assistant Director for Law Enforcement, and Chief, National Wildlife Refuge System will ensure compliance with provisions of the HFP. B. The Assistant Director for Law Enforcement and Chief, National Wildlife Refuge System will approve and issue the Health and Fitness Program Handbook. In addition, each will appoint a National Health and Fitness Coordinator (HFC) who will: (1) Implement the HFP and the national fitness standards including the approval of qualifications and protocols for the Regional Health and Fitness Coordinators. (2) Provide general health and fitness information to the field in cooperation with the Regional HFC's. (3) Coordinate HFP management activities with the Department of the Interior; Federal Law Enforcement Training Center (FLETC); and various other agencies, committees, and organizations. (4) Provide a clearinghouse on training techniques and information.	Must meet State Certification for Pesticide Applicators, Contract Trainers		x	x	x	x			
Physical Fitness Coordinator	Regional Health and Fitness Coordinator (Required for those who volunteer to be Health and Fitness Coordinators supporting Refuge LE Program)		November 2000	July 2017	80 hours course	One-time	223 FW 8, Health and Fitness Program Handbook	<a href="#">223 FW 8, Page 2, Section 8.7</a>	<b>4.8 What are the training requirements for PIT operators?</b> PIT operators must receive training in accordance with 321 FW 1.	Refuges-RRLEC		x					x	
Powered Industrial Truck Training	All Service employees required to operate powered industrial trucks		December 2012	February 2016	8 hours	One-time	243 FW 4, 29CFR1910.178	<a href="#">243 FW 4, Page 2, Section 4.8</a>	<b>6.7 What are the training requirements for team leaders, other crew members, motorboat operators, and those using</b>	Contract Trainers OSHA Trainers		x		x	x			
Principles & Techniques of Electrofishing	Team Leaders		April 2010	December 2016	Recertification every five years	Recurring	241 FW 6	<a href="#">241 FW 6, Page 6, Section 6.7</a>		NCTC CSP2201 or CSP2C01 (on-line)		x			x			

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Privacy Awareness Training	All Department of Interior employees		March 1992	May 2013	On-Line Training	Annually	DOI Directive 383 DM and 204 FW 1, 3/29/1992 Assigned routinely through DOI Learn; various privacy laws & regulations	<a href="#">204 FW 1, Page 6, Table 1.1(M)</a>	M. Employees (1) Adhering to Service Privacy Act policy and procedures, (2) Reporting violations of the Privacy Act or activities that might represent a Privacy Act breach to the Service's Privacy Act Officer and their supervisors, and (3) Taking required Privacy Act training.	DOI		x	x				x
Prohibited Personnel Practices and Whistleblower Protections for Supervisors and Managers	All Department of Interior supervisors and managers				On-Line Training	Every three years	Assigned routinely through DOI Learn; 5 USC 2302	<a href="#">5 USC 2302, Page 3, Section 13(C)</a>	(c) The head of each agency shall be responsible for the prevention of prohibited personnel practices, for the compliance with and enforcement of applicable civil service laws, rules, and regulations, and other aspects of personnel management, and for ensuring (in consultation with the Office of Special Counsel) that agency employees are informed of the rights and remedies available to them under this chapter and chapter 12 of this title, including how to make a lawful	DOI			X				
Property Management Officers	GS1101 Occupational Series; Accountable Officers, Custodial Officers; Receiving Officers				2 hours when appointed	One-time	FBMS Training Strategy	<a href="#">FBMS Training Strategy, Page 6, Section 2.1</a>	<b>2.1. Training Requirements for Trainees</b> New users and existing users assigned new roles, collectively referred to as "trainees," begin the role request process in accordance with Technical Bulletin SEC-01: User Access to FBMS, which provides guidance on requesting, approving, and removing FBMS access and privileges. The Service controls FBMS access requests through Regional Office security personnel, known as account controllers. While the Service plans to standardize access forms in the future, currently Regional Offices' processes and forms for access may vary. As a result, a trainee or supervisor should request the appropriate form from his / her Region's account controller. The trainee and supervisor complete the Regional user access request form and return it to the account controller.	MCI Courses		x				x	
Records Management	All Department of Interior employees				On-Line Training	No specific timeframe	DOI Directive; 36 CFR 1222.20	<a href="#">36 CFR 1222.20, Page 584 (5)</a>	(5) Preserved means the filing, storing, or any other method of systematically maintaining documentary materials by the agency. This term covers materials not only actually filed or otherwise systematically maintained but also	DOI – Assigned through DOI Learn			x				x
Refuge Officer Basic School	All Refuge Officers		January 1995	November 2005	80 Hours Course	One-time	232 FW 2.6 and Director's Order 205	<a href="#">232 FW 2, Page 1, Section 2.5</a>	<b>2.5 Training Requirements and Qualifications for Law Enforcement Personnel.</b> A. Special Agents. All entry level special agents must successfully complete eight weeks of intensive training in Criminal Investigator School followed by eight weeks training in the Special Agent Basic School at the Federal Law Enforcement Training Center (FLETC). Upon satisfactory completion of these two courses, they are assigned to a Special Agent position and receive carefully monitored on-the-job training for a period of one year to 18 months.	Refuges-RRLEC		x				x	
Refuge Officer In-Service Training	All Refuge Officers		January 1995	November 2005	40 Hours	Recurring	446 DM 2.4, 232 FW 2.6 and Director's Order 205	<a href="#">232 FW 2, Page 1, Section 2.5</a>	<b>2.5 Training Requirements and Qualifications for Law Enforcement Personnel.</b> A. Special Agents. All entry level special agents must successfully complete eight weeks of intensive training in Criminal Investigator School followed by eight weeks training in the Special Agent Basic School at the Federal Law Enforcement Training Center (FLETC). Upon satisfactory completion of these two courses, they are assigned to a Special Agent position and receive carefully monitored on-the-job training for a period of one year to 18 months.	Refuges-RRLEC		x	x			x	

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Respirator Training	All employees required to wear respirators		May 2008	May 2008	4 hours	Recurring	242 FW 14, 29CFR1910.134	<a href="#">242 FW 14, Page 7, Section 14.10</a>	<b>14.10 What are the training requirements for using a respirator?</b> You and your Project Leader or supervisor must take training on all elements of our respiratory protection program. A. You will learn: (1) The nature and degree of respiratory hazard(s) you will be exposed to in your work area. (2) The proper selection and use of your respirator, as well as its limitations. (3) How to properly wear the respirator, how to fit test it, how to conduct a user seal (face-to-seal) check, and how to determine when it is no longer giving you the required protection. You practice putting it on, conducting a user seal check, and taking it off. (4) How to clean, maintain, store, and replace	Contract Trainers OSHA Training FLETC for LE								
Role-Based IT Security Training (RBST)	Users of GSS and major applications are required to have additional security training specific to the access and operation of those systems and/or applications		September 2002	June 2010	Security Awareness Training appropriate to level of access. The Bureau IT Security Manager (BITSM) can provide guidance to systems and offices on appropriate security training. (Executive Personnel/10	Annually	Computer Security Act of 1987, OMB Circular A- 130, Appendix III, and 270 FW 7	<a href="#">270 FW 7 Page 6 Section 7.5</a>	<b>7.5 What are the standards and requirements the Service has developed to manage the information security program?</b> A. The Department's and the Service's Information Security control families and	IRTM and DOI – Assigned annually through DOI Learn		x		x			x	
Safety Management Information System (SMIS)	Employees, Supervisors, Project Leaders, Safety Personnel		March 2004	November 2011	How to report a safety incident or accident, & tells reviewers how to access & review the reports; 1 hour	One-time	FWS/OSHA Memo dated 6/27/97, "Implementation of the Department of the Interior Accident/Injury Reporting System" 240 FW 7	<a href="#">240 FW 7 Page 5 Section 7.7</a>	<b>7.7 What are the reporting requirements?</b>	Regional Safety/Program Offices		x		x			x	
Safety Orientation	New employees		March 2004	August 2012	Discussions with supervisor & safety office; 2 hours	One-time	240 FW 3; OSHA Act of 1970; EO # 12196; 29CFR 1960	<a href="#">240 FW 3 page 4 Section 3.5</a>	<b>3.5 What are the general safety and health training requirements?</b> A. Employees must be given formal and informal training sufficient enough to develop the knowledge and skills necessary to work safely. As the severity of the hazard increases, so does the requirement for formal training. The Occupational Safety and Health Administration (OSHA), the Department, and the Service require specific safety and health training for many job activities. B. Each facility that is 5 minutes or more from a hospital, clinic, or ambulance service must have at least one individual currently certified in first aid and Cardiopulmonary Resuscitation (CPR), including bloodborne pathogens training on universal precautions (242 FW 12). When practical, more than one individual should be trained and kept certified. Many Service policies require first aid and CPR for specific employees and specific activities. In areas where immediate access to a hospital, clinic, or ambulance service is not available, we recommend wilderness first aid training. C. Sections 3.6 and 3.7 describe required safety training depending on the type of employee (e.g., managers, CDSOs, new employees). In addition to these sections, there are specific safety training requirements depending on the types of jobs employees perform (e.g., electrofishing, chain saw operations, etc.). Supervisors and employees must familiarize themselves with the requirements for training specific to the potential hazards of the jobs at hand. To do this, they must review: (1) Parts 240-244 of the Service Manual; (2) 485 DM; (3) The Department's Occupational Health and Training Guide located on the Web (click on "safety and health training" in the menu) and the	On-the-job, Collateral Duty Safety Officer Regional Safety Office		x		x				x
Safety Training for Supervisors/Managers	Supervisors/Managers		March 2004	August 2012	Instructs on safety rules, roles, and responsibilities for safety; 1 hour	One-time	29 CFR 1960.55	<a href="#">240 FW 3 Page 4 Section 3.5</a>	<b>3.5 What are the general safety and health training requirements?</b> A. Employees must be given formal and	Safety/Program				x			x	
Section 508 Awareness: Promoting Awareness, Providing Solutions	Government and contractor employees involved in the acquisition for Electronic and Information Technology (E&IT)				1 hour online training	One-time	DOI CIO Memo dtd 28 Apr, 2008. Release of New Section 508 Awareness Computer- Based Training (CBT)	<a href="#">DOI CIO 4/28/08 Memo</a>	The Office of the Chief Information Officer (OCIO) has released a new CBT module on Section 508 Awareness. The OCIO developed this standard Department-wide course, which is available through DOI	Regional Section 508 Coordinators			x		x	x		



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Course Title	Target Audience	Size of Population	Date Training Implemented	Date Training Updated	Training Requirement	Frequency	Authority / Reason for Training	Citation	Text	Responsible Office	Web Address for Mandatory training website	FWS Manual / DO	DOI	U.S.Law	Equipment Specific	Job Specific	All			
Sexual Harassment Training	Temporary Employees being assigned to field locations		December 2015	December 2018	Sexual Harassment Overview	Annual	Seasonal Handbook 060 FW 7	<a href="#">060 FW 7</a>	I. Employees and other people who are performing work on behalf of the Service (1) Acting professionally and refraining from engaging in harassment; (2) Understanding the provisions of these procedures, complying with all procedural requirements, and cooperating with any inquiry; (3) Participating in periodic training; and (4) Promptly taking actions regarding incidents of harassment that are experienced or witnessed as this chapter requires.	EEO, 060FW7		x				x				
Special Agent In-Service and Other Mandatory	All special agents				40 Hours of law enforcement refresher training	Annual	446 DM 2	<a href="#">446 DM 2 Section C(3) Page 2</a>	3) Bureaus/offices with law enforcement authority will utilize the FLETC PEB to establish minimum physical performance standards. All law enforcement officers will be	LE			x				x			
Specializing Fire Management	Personnel undertaking specialized wildland or prescribed fire management duties (various position) (Positions identified in National Interagency Incident Management System Wildland and Prescribes Fire Qualification System Guide (PMS 310-1))		September 2010	March 2012		One-time	621 FW 6	<a href="#">621 FW 1 Page 9, Section 1.11 A(1)</a>	1.11 What are the Service's requirements for fire management training? Only trained and qualified personnel may participate in fire management duties. A. Fire personnel must meet our training and qualification standards for the positions they occupy. Supervisors must not dispatch or assign personnel to wildfire or prescribed fire duty if they are not qualified.	Regional Fire Mgmt Coordinator		x					x			
Supervisory and Managerial Training (probationary)	Probationary Supervisors and Managers				Eighty hours within the first two years of being appointed to a supervisory position, 40 of these within the first six months after appointment.	One-time	OPM Supervisor and Managerial Training Framework	<a href="#">5 USC 4121 Section 4121 (1)</a>	(1) a comprehensive management succession program to provide training to employees to develop managers for the agency; and	OPM				x				x		
Technical Representatives Refresher	Technical Representatives on Acquisition Projects		November 2009	April 2018	8-hour refresher every 3 years	Recurring 3 years	302 FW 2; DIAR 1401.67	<a href="#">302 FW 2 Page 4 Section 2.10</a>	2.10 After a COITR is certified, what are the requirements for maintaining certification? A. To maintain FAC-COTR certification, the employee must complete a	MCI Courses		x						x		
Transit Subsidy	All who receive a transit subsidy				.25 hours	Annually	EO 13150	<a href="#">EO 13150 Section 4</a>	Sec. 4. Guidance. Federal agencies shall develop plans to implement this order in consultation with the Department of the Treasury, the Department of Transportation, the Environmental Protection Agency, the Office of Personnel Management, the General Services Administration, and the Office of Management and Budget. Federal agencies that currently have more generous programs or benefits in place may continue to offer those programs or benefits. Agencies shall absorb the costs of implementing this order within the sums received pursuant to the President's FY 2001 budget request to the Congress.				x	x						
Uniformed Services Employment and Reemployment Rights Act (USERRA)	Supervisors, Managers who recommend, take or approve USEER personnel actions				0.5 hours	Annually	The Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389	<a href="#">EO 13518 Page 58534 Section 3(d)</a>	(1) develop mandatory training for both human resources personnel and hiring managers on veterans' employment, including veterans' preference					x	x				x	
Watercraft Safety	All employees operating or controlling watercraft owned or chartered by Service		March 1999	October 2017	Watercraft safety & operations. In specific circumstances identified by employee supervisor – See: <a href="https://training.fws.gov/MOCC">https://training.fws.gov/MOCC</a>	One-time	241 FW 1 (Watercraft Safety Policy) 485 DM 22	<a href="#">241 FW 1 Page 7, Section 1.7(A)</a>	1.7 What are the training requirements for watercraft operators? A. Motorboat Operator Certification Course (MOCC) & Refresher Training. (1) Service-authorized operators of motorboats must, at a minimum, successfully complete the Department's MOCC or an approved substitute course. (2) Before taking	SAF4102 for initial certification; SAF4A02 plus 40 hours of seat time for airboat operation; SAF4RM2 for moving water operation; SAF40W2 for open water *e.g. Lake Michigan) operations; SAF4NM2 for non-		x	x	x	x					

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Wilderness Issues	Refuge Wilderness Managers; Refuge Wilderness Coordinator; National Wilderness Coordinator		November 2008	November 2008	Course designed by NCTC - Carhart	Recurring 5 years	610 FW 1	<a href="#">610 FW 1, Page 14, Section 1.24 (a)(b)</a>	<p><b>1.24 What are the training requirements for Refuge System staff?</b>                      A. National Wilderness Coordinator. The National Wilderness Coordinator must:                      (1) Attend the next available Carhart Center national wilderness stewardship training course following appointment to the position. If the individual has attended a previous national session, this requirement does not apply.                      (2) At least every 2 years, attend a wilderness issues course or another course, workshop, or conference designed by the Carhart Center or the National Conservation Training Center (NCTC) to serve as a review of wilderness policy and an update of current wilderness issues.                      B. Regional Wilderness Coordinators. The Regional wilderness coordinators must:                      (1) Attend the next available Carhart Center national wilderness stewardship training course and Regional wilderness stewardship training course following their appointment to the position. If they have attended a previous national and Regional session, this requirement does not apply. (2) At least every 2 years, attend a wilderness issues course, workshop, or conference to serve as a review of wilderness policy and an update of current wilderness issues.</p>	Refuges - Regional Wilderness Coordinator		x				x	
Wilderness Stewardship Training	Supervisors/Managers of Wilderness Areas		November 2008	November 2008	40 hours	One-time	610 FW 1	<a href="#">610 FW 1, Page 14 Section 1.24 (c)</a>	<p><b>1.24 What are the training requirements for Refuge System staff?</b>                      C. Refuge Supervisors. Refuge supervisors must:                      (1) Attend the national wilderness stewardship training course within 2 years following their appointment to the position, unless they have attended a previous national session.                      (2) At least every 4 years, attend a Regional wilderness stewardship or wilderness issues course, workshop, or conference designed by the Carhart Center or NCTC to serve as a review of wilderness policy and an update of current wilderness issues.</p>	Refuges - Regional Wilderness Coordinator		x				x	
Wildlife Inspector In- Service	All wildlife inspectors		September 1996	January 2017	32 hours of law enforcement refresher training	Annual	241 FW 9	<a href="#">241 FW 9, Page 6 Table 9.1(G)</a>	<p><b>G. Wildlife Inspectors</b>                      (1) Complying with wildlife inspection safety program requirements;                      (2) Completing the Wildlife Inspector Basic School Safety and Health Training Course, which is designed specifically for Wildlife Inspectors (Evidence Custodians and Wildlife Inspector Assistants can take the course, as needed);                      (3) Periodically reviewing course training materials, which they can access through the OLE intranet; and                      (4) Cleaning and maintaining PPE so that it is in a good, serviceable condition (see 241 FW 3).</p>	LE		x				x	
Workplace Harassment and Discrimination Prevention Training for Supervisors and Managers (Civil Treatment for Leaders)	Supervisors and Managers				One time by December 21, 2018	One time	PB No. 17-09	<a href="#">PR No. 17-09</a>	<p><b>6. Workplace Harassment and Discrimination Prevention Training for Supervisors and Managers.</b> The Department is committed to providing all employees with a work environment where harassment and discrimination are not tolerated. Managers and supervisors must know their roles and responsibilities to</p>	DOI			X				