

Agency and Federally Mandated Training Schedule

	Course	Content Owner	Audience	Policy or Regulation Requiring Training	Center or Discipline	Frequency
CIO / IT SECURITY	FY(20XX) Annual Information Security Training	Diane Blocksom diane.l.blocksom@nasa.gov	Civil Servants and Contractors	5 CFR 930.301 & Federal Information Security Management Act (FISMA)	All	Annual
	Introduction to Information Security for New Employees	Diane Blocksom diane.l.blocksom@nasa.gov	Civil Servants and Contractors	5 CFR 930.301, Federal Information Security Management Act (FISMA), NIST SP 800-53	All	One time requirement for new employees
	Security Awareness Training	Each Center has their own course	Civil Servants and Contractors	E.O. 12356, 5.3.(a), E.O. 12358, 5.6.(c)(5), E.O. 12968, 6.1 and NPD 1600.1	Center specific	Annual
	Sensitive But Unclassified Information	Bryan McCall bryan.d.mccall@nasa.gov	Civil Servants, Contractors, and Consultants handling SBU information	NPR 1600.1, Interim Directive: 5.24	All	Annual
	NASA Records Management for Everyone	Patti Stockman patti.stockman@nasa.gov	Civil Servants	36 CFR 1222.20	All	One time requirement and new employees
OHCM	New Supervisor Training Note: Course Title Varies By Center	Center Training Office	New NASA Supervisors	5 CFR 412 requires initial training for new supervisors, managers and executives as they transition into their new roles and also requires the provision of ongoing learning experiences.	All	40 hours within the first six months of appointment and 80 hours within the first two years
	Uniformed Services Employment and Reemployment Rights Act (USERRA)	Krystal Hall krystal.m.hall@nasa.gov	Civil Servants in the 201 occupational series, all supervisors and managers • Human resources professionals and hiring managers. • Staff who are involved in interview panels, review boards, etc., regardless of whether these individuals are human resources professionals or hiring managers. • Uniformed employees who are eligible for active duty activation.	Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389	All	Annual
CFO	Government Travel Card	Michele Rollins michele.m.rollins@nasa.gov	Civil Servants	OMB Circular A-123, Appendix B	All	One time requirement and thereafter every three years
OGC	Ethics Training	Rebecca Gilchrist rebecca.l.gilchrist@nasa.gov	All new employees, Presidential appointees, contracting officers, and other employees designated to file confidential (OGE-450) or public (SF 278) financial disclosure forms.	5 CFR 2638.703 - 705 calls for an initial agency ethics orientation for new employees as well as annual ethics training for public and confidential financial disclosure filers.	All	Upon entry for new employees and annually for all financial disclosure filers
	NASA Acquisition Integrity Program Fraud Awareness	Monica Aquino-Thieman monica.aquino@nasa.gov	Civil Servants	5 CFR 2635.101(b)(11) requires employees to report instances of waste, fraud, abuse, and corruption.	All	Biennially
ODEO	No FEAR Act	Mike Torres mike.a.torres@nasa.gov	Civil Servants	No FEAR Act of 2002	All	Biennially, and new employees within the first 90 days

NOTE: This information is subject to change and reflects mandatory training as of September 2012.