

## Mandatory Training for FRTIB Employees (FY2024)

Training Topic & Time Commitment	Mode of Training	Frequency	Training Point of Contact
<b>Ethics</b> -1 hour	<ul style="list-style-type: none"> <li>Instructor-led training - will be announced during the year</li> </ul>	Required Annually	John Gniadek (OGC) Lee Jones (OGC)
<b>Security Awareness, Training and Education (Computer Security)</b> -1 hour	<ul style="list-style-type: none"> <li>Annual awareness training for all employees is staggered throughout the year and is due a year after each employee's last completion</li> <li>Individual employees receive an email typically a month in advance of when training is due</li> </ul>	Required Annually	<a href="mailto:Awareness@tsp.gov">Awareness@tsp.gov</a> Douglas Kandl (OTS) Tracy DiMaio (OTS)
<b>Annual Privacy Awareness Training</b> -1 hour	<ul style="list-style-type: none"> <li>Online OASIS course</li> </ul>	Required Annually	Peter Robbins (OGC)
<b>Records Management Training</b> -1 hour	<ul style="list-style-type: none"> <li>Online OASIS course</li> </ul>	Required Annually	Diana Avery (MOD)
<b>CUI</b> -30 minutes	<ul style="list-style-type: none"> <li>Online OASIS course</li> </ul>	Required Every Other Year	Diana Avery (MOD)
<b>Diversity &amp; Inclusion Training</b> -30 minutes	<ul style="list-style-type: none"> <li>Online OASIS course</li> </ul>	Required Annually	Donald Sapp (EEO)
<b>Emergency &amp; Disaster Preparedness</b> -30 minutes	<ul style="list-style-type: none"> <li>Online OASIS course</li> </ul>	Required Every Other Year	Joel Mitchell (MOD)
<b>Human Trafficking Awareness</b> -30 minutes	<ul style="list-style-type: none"> <li>Online OASIS course</li> </ul>	Required Annually	Derk Sloane (WDA)
<b>WDA Hosted Training Workshop</b> -4 Hours	<ul style="list-style-type: none"> <li>Training Workshops offered quarterly (In-person or Virtual)</li> <li>Attendance for 1 workshop is required</li> </ul>	Required Annually	Andrew Kennedy (WDA)

***\*Total Time Commitment for FY24 for current employees = 10 hours***