

## Mandatory Training for FRTIB Employees (FY 2021)

Training Topic & Time Commitment	Mode of Training	New Employees Only or All Employees
<b>FRTIB 101- -6.5 hours (includes 1 hour lunch)</b>	<ul style="list-style-type: none"> <li>As soon as possible after new employees enter on duty</li> <li>Instructor-led sessions held multiple times as announced throughout the year</li> </ul>	New Employees Only
<b>TSP Overview for Board Employees -6 hours (includes 1 hour lunch)</b>	<ul style="list-style-type: none"> <li>Instructor-led training offered 3 times during the year: January 28, May 20, and September 24 (ELMS enrollment required)</li> </ul>	New Employees Only
<b><u>New Hire</u> Privacy Training -30 minutes</b>	<ul style="list-style-type: none"> <li>New Employees: Instructor-led; offered during New Hire Orientation</li> </ul>	New Employees Only
<b>Controlled Unclassified Information (CUI) -30 minutes</b>	<ul style="list-style-type: none"> <li>New Employees: Complete training through ELMS within 30 days of entering duty</li> </ul>	New Employees Only
<b>Ethics -1.5 hours</b>	<ul style="list-style-type: none"> <li><u>Current Employees</u>: Instructor-led training- will be announced (ELMS enrollment required)</li> <li><u>New Employees</u>: Instructor-led within 90 days of new employees entering on duty ; OGC will contact new employees to schedule</li> </ul>	All Employees
<b>Security Awareness, Training and Education (Computer Security) -1 hour</b>	<ul style="list-style-type: none"> <li>On-line training link provided to all new employees for completion within 3 business days</li> <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>	All Employees
<b>Annual Privacy Awareness Training -1 hour</b>	<ul style="list-style-type: none"> <li>On-line ELMS course</li> </ul>	All Employees
<b>Performance Management -1 hour</b>	<ul style="list-style-type: none"> <li>Instructor-led or On-line</li> </ul>	All Employees
<b>Records Management Training -1 hour</b>	<ul style="list-style-type: none"> <li>New employees notified via email to complete training through ELMS within 60 days of entering duty</li> <li>Online ELMS course</li> </ul>	All Employees
<b>Diversity and Inclusion -30 minutes</b>	<ul style="list-style-type: none"> <li>On-Line ELMS course</li> </ul>	All Employees
<b>EEO Training -30 minutes</b>	<ul style="list-style-type: none"> <li>On-line ELMS course</li> </ul>	All Employees
<b>No FEAR Act -30 minutes</b>	<ul style="list-style-type: none"> <li>On-line ELMS course</li> </ul>	All Employees
<b>Workplace Safety Training -30 minutes</b>	<ul style="list-style-type: none"> <li>Online ELMS course</li> </ul>	All Employees
<b>FRTIB Connections Videos -15 minutes per video</b>	<ul style="list-style-type: none"> <li>Videos will be available online in ELMS</li> <li>OI (Q1), ORM (Q2), OGC (Q3), TBD (Q4)</li> </ul>	All Employees

**\*Total Time Commitment for FY21 for new employees= 21.5 hours \*Total Time Commitment for FY21 for current employees= 8.5 hours**