

Mandatory Training for New FRTIB Employees (FY 2022)

Training Topic & Time Commitment	Mode of Training	New Employees or Supervisors	Training Point of Contact
FRTIB 101 -6.5 hours	<ul style="list-style-type: none"> As soon as possible after new employees enter on duty Instructor-led sessions held multiple times as announced throughout the year 	All New Employees	Gisile Goethe (ORM)
TSP Overview for Board Employees -6 hours	<ul style="list-style-type: none"> Instructor-led training offered 3 times during the year: Usually held in January, May, and September ELMS enrollment required 	All New Employees	Tracy Rhymes (HRD)
Ethics -1.5 hours	<ul style="list-style-type: none"> Instructor-led within 90 days of new employees entering on duty; OGC will contact new employees to schedule 	All New Employees	John Gniadek (OGC)
Controlled Unclassified Information (CUI) -30 minutes	<ul style="list-style-type: none"> Complete training through ELMS within 30 days of entering duty 	All New Employees	Diana Avery (MOD)
Security Awareness, Training and Education (Computer Security) -1 hour	<ul style="list-style-type: none"> On-line training link provided to all new employees for completion within 3 business days of entering duty 	All New Employees	Awareness@tsp.gov Douglas Kandl (OTS) Tracy DiMaio (OTS)
Records Management Training -1 hour	<ul style="list-style-type: none"> New employees notified via email to complete training through ELMS within 60 days of entering duty Online ELMS course 	All New Employees	Diana Avery (MOD)
Privacy Training -30 minutes	<ul style="list-style-type: none"> Instructor-led Offered during New Hire Orientation 	All New Employees	Sarah Smith (OGC)
New Supervisor Training -40 hours	<ul style="list-style-type: none"> Instructor-led annually as announced (typically held in Q3) Supplemental on-line ELMS learning program will be assigned 	New Supervisors Only	Andrew Kennedy (HRD)

****Total Time Commitment for FY22 for new employees = 17 hours *Total Time Commitment for FY22 for new supervisors = 57 hours***