

## MANDATORY TRAINING

Course Title	Length (Hours)	Frequency	Position Requiring Training	Authority
<i>Senior Executive Service</i>				
OPM Interagency Orientation	16	One time during probationary period	All newly appointed career SES members, except graduates of an SES Candidate Development Program	5 USC 3393, DOI HR Management Bulletin 96-1 (317) dated 08/15/96
Executive Core Qualifications (e.g., OPM Center for Leadership Capacity Services programs at FEI or the MCCs)	80	One time during probationary period	All newly appointed career SES members, except graduates of an SES Candidate Development Program.	5 USC 3393, DOI HR Management Bulletin 96-1 (317) dated 08/15/96
Four SES Forums (e.g., DOIU Forums or the Interagency Consortium Series)	32	One time during probationary period	All newly appointed career SES members, except graduates of an SES Candidate Development Program.	5 USC 3393, DOI HR Management Bulletin 96-1 (317) dated 08/15/96
Completion of SES training as identified in the approved Individual Development Plan	32	One time during probationary period	All newly appointed career SES members, except graduates of an SES Candidate Development Program.	5 USC 3393, DOI HR Management Bulletin 96-1 (317) dated 08/15/96

Fire Management Leadership	40	One time	All managers over a fire program	Interagency Standards for Fire and Aviation Operations, 03-3
Various courses specifically targeted to supervisors of special programs, such as Law Enforcement, Fire Management and Hazardous Materials Management				
Discrimination and Whistle Blowing in the Workplace	1	Biannually by fiscal year	All employees	No FEAR Act
Equal Employment Opportunity and Workforce Diversity	4	Annually by fiscal year	All employees	29 CFR 1614
Records Management Awareness (policy anticipated in FY 2006)	½	Annually	All employees	44 USC 3301, 36 CFR 1220 -1234
Orientation to the Privacy Act	½	Annually	All employees	Privacy Act of 1974, 5 USC 552a (e)(9), OMB Circular A-130

Orientation to the Constitution	Receive training materials	As part of the initial orientation and each year on 9/17	All employees	Public Law 108-447
Maintaining a Drug-Free Workplace	Unspecified	One time when first on duty	All employees	370 DM 792, E.O. 12564
Defensive Driving	4	One time when first on duty and refresher every 3 years	All employees who are required to operate a motor vehicle as a part of their job	485 DM 16
Credit Card Holder Training	1	When card is issued	All employees	DOI Integrated Charge Card Guide, April 12, 2004
<b><i>Supervisory Training</i></b>				
Introduction to Supervision (Phase 1 competencies)	40	One time within first year	Probationary Supervisors	DOI Personnel Bulletin 06-04 (412)
Supervisory Leadership Skills based on individual needs (Phase 2 competencies)	Unspecified	During second year	New Supervisors	DOI Personnel Bulletin 06-04 (412)
Refresher Supervisory Training (based on results of 360 feedback)	Unspecified	Annually	All Supervisors	DOI Personnel Bulletin 06-04 (412)
Drug-Free Workplace	4	One time within 1 <sup>st</sup> year	New supervisors	370 DM 412, 4.9
Hazardous Waste Supervisory Training	8	One time	Managers supervising hazardous waste site workers	29 CFR 1910.120

<b><i>Ethics</i></b>				
Ethics Statutes, Regulations, and Policies	1	Annually by calendar year	Employees who are required to file financial disclosure statements	43 CFR 20.735
<b><i>Suitability/Security in Personnel</i></b>				
Suitability & Security Adjudication Training				Secretarial Memo
<b><i>Computer Security Training</i></b>				
IT Security Awareness	1	Annually by June of each year	All employees	Computer Security Act of 1987 and OMB Circular A-130
<b><i>Contracting Officers' Warrants</i></b>				
Simplified Acquisitions (1500-05PV)	40	One time	Purchasing Agents	DOI Regs
Advanced Acquisitions (1500-06PV)	40	2 years	Purchasing Agents, & Contract Specialists	DOI Regs
COR/PI for Construction (1500-07)	28	One time	CORs, Project Inspectors	CORs - DOI regs PIs - BLM
COR/PI for Construction Refresher (1500-09)	8	3 years	CORs, Project Inspectors	CORs - DOI regs PIs - BLM
COR/PI Workshop-Level II Service & Supply (1500-12)	24	One time	CORs, Project Inspectors	CORs - DOI regs PIs - BLM
Assistance Agreements (1500-13)	24	One time	Assist. Agreement Specialists	BLM memo
COR/PI Refresher-Level II Service & Supply (1500-14)	8	3 years	CORs, Project Inspectors	CORs - DOI regs PIs - BLM
Prescribed DOI COWS Manual Training (Level I)	24	One time within 2 years after receipt of warrant	Purchasing Agent	COWS Manual
Prescribed DOI COWS Manual Training (Level II)	24	2 years	Purchasing Agent	COWS Manual

Prescribed DOI COWS Manual Training (Level III)	40	2 years	Contract Specialist	COWS Manual
Prescribed DOI COWS Manual Training (Level IV)	40	2 years	Contract Specialist	COWS Manual
Grants and Cooperative Agreements Training	24	3 years	Grants and Cooperative Agreements Officer	RFAD
Prescribed DOI COWS Manual Training (Level I) Pertinent to Construction Administration	24	One time within 2 years after receipt of warrant	Construction Engineer and Construction Contract Administration Support	COWS Manual
<b><i>Charge Cards</i></b>				
Integrated Chargecard Training	Self Study	One time	Government credit cardholders, reviewing officials, and managers.	DOI regs
Credit Card Approval Training	1	When card is issued to subordinate	All approving officials for credit card holders	DOI Integrated Charge Card Guide, April 12, 2004
<b><i>Ecosystem &amp; Biodiversity</i></b>				
Integrated Pest Management & Certification (9000-01)	40	One time	State and local noxious weed coordinators; BLM employees who will be handling or applying pesticides	OSHA, EPA
Noxious Weed Management Short Course (9000-02PV) or Southwestern Noxious Weed Short Course (9000-03PV)	32	One time	Noxious Weed Program Leads	OSHA, EPA
<b><i>Geology, Energy, and Minerals</i></b>				
Placer Examination Techniques (3800-04).	120	One time	Mineral Examiners	BLM Manual 3895
Mining Beneficiation Cost Estimation & Economic Evaluations (3800-03)	120	One time	Mineral Examiners	BLM Manual 3895
Mining Claim Validity Examination Procedures (3800-01)	280	One time	Mineral Examiners	BLM Manual 3895

Validity Examinations for Industrial Minerals (3800-05)	80	One time	Certified Mineral Examiners	BLM Manual 3895
Advanced Placers (3800-07)	80	One time	Mineral Examiners	BLM Manual 3895
Technical Standards for Mineral Report Review (3800-08)	40	One time	Review Mineral Examiners	BLM Manual 3895
Fluid Minerals Inspection and Enforcement: Drilling (3100-01)	380	One time	Petroleum Engineering Technicians/Oil and Gas Inspectors	BLM Policy
<b><i>Hazardous Materials</i></b>				
Haz Mat Recognition (1703-07)	8	Annually	All employees that might be exposed to chemicals in the workplace	Law
Hazardous Waste Operations and Emergency Response (Awareness) (1703-11)	8	Annually	All employees who might find hazardous materials while working in the field	Law
Hazardous Waste Operations and Emergency Response (Responder) (1703-02)	24 - 40 hours	8 hours annually	All employees who might respond to an emergency involving hazardous materials	Law
COR/PI Training (1703-04)	24 hours	8 hrs. every 3 years	All employees who will work as COR/PI's on contracts	DOI Policy
Hazardous materials training for Level 1 Land Survey Certification	24 hrs class 8 hrs field	8 hrs, annually	Any employee performing Level 1 land surveys	Law
Hazardous materials training for site workers	40 hrs class 24 hrs field	8 hrs, annually	Hazardous Materials Coord., Safety & Health Officers, Emergency Response Personnel, LE Special Agents	Law
<b><i>Information Resources Management</i></b>				
Advanced Security Awareness (0243)	16	One time	IT Security Officers	DOI policy
<b><i>Wildlife, Fisheries, and Botany</i></b>				
Threatened & Endangered Species Management and Consultation	32	One time	Wildlife & Fisheries Biologists, Botanists, Managers involved with T&E Species	Endangered Species Act
<b><i>Safety Training</i></b>				
Job Hazard Analysis (JHA)		If job hazards change		BLM Manual 1112-2 Topic 1 485 DM Ch. 14

Safety Training for Managers	Varies	One time	All Managers	29 CFR 1960.54, E.O. 12196
Safety Training for Supervisors	Varies	One time	All Supervisors	29 CFR 1960.55, E.O. 12196
Safety Training for Collateral-Duty Safety Personnel		One time	Collateral-Duty Safety Personnel	29 CFR 1960.58 Take within 90 days of appointment
Safety Training for Safety Specialists		Annually	Safety Specialists	29 CFR 1960.56
Training for Safety Committees		One time	Members of Safety Committees	29 CFR 1960.58
Safety Training for Employee Representatives			Employee Representatives for Safety	29 CFR 1960.59
Training for Safety and Health Inspectors			Safety and Health Inspectors	29 CFR 1960.57
Hazard Communication (Employee Right-to-Know)		One time, unless job change or new chemical added	All Employees	29 CFR 1910.1200
Respiratory Protection		One time	As determined by JHA	29 CFR 1910.134, 1926.103
Forklift Safety		One time or as determined by JHA	As determined by JHA	29 CFR 1910.178
First Responder Awareness Level (Hazardous Materials)		One time	All Employees	29 CFR 1910.120(q)
Welding		One time	As determined by JHA	29 CFR 1910.252
Fire Extinguishers		One time	As determined by JHA	29 CFR 1910.157, 1926.150
Evacuation/Fire Drill		Annually	All Employees	29 CFR 1910.38
Hearing Conservation		One time	As determined by JHA	29 CFR 1910.95
Explosives/Blasting				29 CFR 1910.109
Anhydrous Ammonia		Determined by JHA	As determined by JHA	29 CFR 1910.111
Sign and Tag Recognition		One time	As determined by JHA	29 CFR 1910.145
Lockout/Tagout		One time	As determined by JHA	29 CFR 1910.147
Asbestos		Determined by JHA	As determined by JHA	29 CFR 1910.1001

Lead		Determined by JHA	As determined by JHA	29 CFR 1910.1025
Bloodborne Pathogen Level I		One time		29 CFR 1910.1030
General Safety				29 CFR 1926.21
Hazardous Substances				29 CFR 1926.21
Confined Spaces			Each space as determined by JHA	29 CFR 1926.21
OSHA PPE Standard Personal Protective Measures		One time	As determined by JHA	29 CFR 1910.132 29 CFR 1926.21
First Aid		Yes, 3 years	As determined by JHA	BLM Manual H-1112-1 Ch. 10 29 CFR 1910.151, 1926.50
CPR		Yes, 2 years	As determined by JHA	BLM Manual H-1112-1 Ch. 10 29 CFR 1910.151
Power-Operated Hand Tools		One time	As determined by JHA	29 CFR 1926.302
Woodworking Tools		One time	As determined by JHA	29 CFR 1926.304
Gas Welding/Cutting		One time	As determined by JHA	29 CFR 1926.350
Arc Welding/Cutting		One time	As determined by JHA	29 CFR 1926.351
Commercial Drivers License (CDL) Certification Training		5 years	As determined by JHA	49 CFR 383-395
<u>Fall Protection</u>			As determined by JHA	29 CFR 1926.500
Towers Telecommunication				29 CFR 1910.29 29 CFR 1910.268
Employee Safety Orientation		One time	All Employees	BLM Manual H-1112-1 Ch. 10
Blasters Certification & Training	24 hours CDL pre-req	Annually, 8 hrs		BLM Manual H-1112-1 Ch. 22
Defensive Training				BLM Manual
Firearms Safety (Proficiency Test)		Annually	As determined by JHA and identified in H-1112-2	BLM Manual H-1112-1 Ch. 25
Firearms Training				BLM Manual H-1112-2 Topic 17
ATV Operation		One time	As determined by JHA	BLM Manual H-1112-1 Ch. 13
Water Craft Operation	24 hours	5 years, 8 hrs	As determined by JHA	BLM Manual H-1112-2 Topic 14
Snowmobile Operation		One time	As determined by JHA	BLM Manual H-1112-1 Ch. 13

Wildland Firefighting			As determined by position requirements	BLM Manual 9215 National Wildfire Coordinating Group's PMS 310-1 Wildland Fire Qualification Subsystem Guide
Base Fire Training		One time	As determined by JHA	BLM Manual H-1112-1 Ch. 15
Aviation Safety		3 years	Group A	BLM Manual H-1112-2 Topic 6 352 DM 2.5
Mine Inspection Safety Procedures			As determined by JHA	BLM Manual 3809.36
Oil and Gas Inspection Safety Procedures			As determined by JHA	BLM Manual 3110
<b><i>Law Enforcement Training</i></b>				
Law Enforcement for Managers (9260-11)	36	One time	BLM Line Manager/Primary Staff Officer and Law Enforcement Officer	GO 10 § IV.E.
Land Management Training Program	672 hours	One time	New Rangers	446 DM 2.4
Criminal Investigator Training Program	512 hours	One time	New Agents	446 DM 2.4
Introduction to Resource Protection	40 hours	One time	All new LEOs	GO 10 § IV.B.
Field Training Program	240 hours	One time	All new LEOs	GO 10 § IV.C.
First Aid (EMT or First Responder)	Variable	One time	All LEOs	H-9260-1, VI.D.
First Aid Refresher	Variable	Variable	All LEOs	H-9260-1, VI.D.
Law Enforcement In-service Training	40 hours	Annually	All LEOs	446 DM 2.4
Firearms Qualification	4-6 hours	Semi-annual	All LEOs	GO 15 § VI.
Firearms Training	4-6 hours	Semi-annual	All LEOs	GO 15 § VI.
Defensive Tactics	4-6 hours	Annually	All LEOs	GO 16 Appx. 1
Impact Weapons	4 hours	Annually	All LEOs	GO 16 Appx. 1
Restraint Control	2 hours	Annually	All LEOs	GO 16 Appx. 1
Chemical Weapons	2 hours	Bi-annual	All LEOs	GO 16 Appx. 1
Firearms Instructor	80 hours	No	FA Instructors	GO 15 § XI.A.
Firearms Instructor Refresher	40 hours	5 years	FA Instructors	GO 15 § XI.A.
Defensive Tactics Instructor	80 hours	No	DT Instructors	GO 10 Appx. 1
Physical Fitness Coordinator	80 hours	No	PEB Examiners	GO 10 Appx. 1
Peer Counselor	40 hours	No	Peer Counselors	GO 13 § IV.B.2