

Department of Commerce Mandatory Training Calendar Timeline

Topics	Year 1												Year 2											
	J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Ethics Training	Annual for existing by (month); within the 1 st 30 days for new employees - OGC																							
No Fear Act	Training Cycle of every 2 years; within the 1 st 90 days for new employees - OCR																							
IT Security Awareness/ Insider Threat	Annually - OCIO												Annually - OCIO											
	Within the 1 st 30 days for new employees or following access to classified information - OSY																							
Plain Writing	Must be requested - OPA												Must be requested-OPA											
Telework	Must be completed prior to entering a telework agreement - OHRM												Must be completed prior to entering a telework agreement - OHRM											
Occupational Safety Training (s)	No set timeframe but employees are to be informed annually of their requirement(s) - OHRM																							
Supervisory Training (s)	New appointed supervisors trained in the first year of their appointment; and them plus existing supervisors are retrained in identified topics every three years – Commerce Bureau Training Offices																							
	USSERA; VETS; Roadmap												USSERA; VETS; Roadmap											
Purchase Card (s)	Once identified as a cardholder; and annual updates are required - OAM																							
	** GREEN IS ALL EMPLOYEES REQUIREMENTS												** BLUE IS OCCUPATIONAL REQUIREMENTS											

Job Functional Related Training

- Supervisors & Managers – These requirements are based on position as well as timing within the position. (Cuts across all Fiscal Quarters)
- Contracting Officers Representatives – This training is based off of the level of certification needed. And requirements of the position. (Cuts across all Fiscal Quarters)
- Travelers – This is only required if the position is designated to train. Both the traveler and the approver have to complete the training. (Cuts across all Fiscal Quarters)

Quarter 1

- No Mandated Training to date

Quarter 2

- IT Security Awareness
- USSERA (Jan-Apr)
- Veterans (Jan-Apr) Training
- Roadmap (Jan-Apr)

Quarter 3

- IT Security Awareness
- No Fear (June-Sept)
(still pending confirmation)

Quarter 4

- Constitution Day