

U.S. Fish and Wildlife Service
Mandatory Training

Title	Audience	Training Requirement	Frequency	Requirement Source	Responsible Office	FWS Manual /DO	DOI	U.S.Law	Equipment Specific	Job Specific	All
Airboat Training	All employees operating an airboat	8 hr airboat module in addition to the MOCC & 40 hours documented seat-time before operating an airboat independently (Contact Dave Wedan for exemption info on 40 hours seat-time)	One-time	241 FW 1 485 DM 22 http://policy.fws.gov/241fw1.html	R3 Contact: Dave_Wedan@fws.gov	X	X		X		
All Terrain Vehicles/Cycles (ATV/ATC)	All employees that operate ATVs/ATCs	4 hours prior to operation of an ATV/ATC; Refresher training when unsafe performance is observed	One-time	240 FW 3.2 B(k) 241 FW 2.13 321 FW 1 29CFR1960.59	Trained Service ATV/ATC operators; training area to permit hands-on driver training course	X		X	X		
Alternative Dispute Resolution (ADR)	All Department of Interior Supervisors	One Hour. Provided on-line by DOI University	One-time	DOI memo June 25, 2003	DOI Office of Collaborative Action and Dispute Resolution		X			X	
Annual Fire Management Refresher	Personnel with wildland and/or prescribed fire management duties	6 hours	Annual	232 FW 6	Regional Fire Mgmt Coordinator	X				X	
Arc Welders	Employees who operate arc welders	Prior to use of arc welder, 2-4 hours, review of PPE requirements	One-time	29CFR1910.254 29CFR1960.59	JHA's On-the-job			X	X		
Asbestos/Lead Base Paint	Employees with duties that may encounter ACM or LBP	Initial awareness training before assignment to work that may involve ACM or LBP	One-time	561 FW 8 29CFR1910.1001	Contract Trainers Regional Environmental Coordinator	X		X		X	
Automatic Defibrillator Training (AED)	Designated employee responder and employee volunteers in locations outside the area of immediate medical response	2 hours initial training and refresher course per training organization in conjunction with CPR training	Recurring	29 CFR 1910.151(b) FW 3.2B(3)	240 AED Manufacturer American Red Cross American Heart Association Contract Trainers	X		X	X		
Bear Firearm	Firearms training associated with Bear Safety. All employees carrying firearms and working in bear habitat.	8 hours	Annual	Region 7 Memo dated 8/2/1995, Quality Improvement Program: Revised Region 7 Bear Safety Policy; OSHA Act of 1970; EO #12196; 29 CFR 1960; 485 DM	Safety/Program			X	X	X	

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Bear Safety	All employees working in bear habitat	8 hours	One-time	Region 7 Memo dated 8/2/1995, Quality Improvement Program: Revised Region 7 Bear Safety Policy; OSHA Act of 1970; EO #12196; 29 CFR 1960; 485 DM	Safety/Program			X		X	
Bloodborne Pathogens	All Service Personnel in locations outside the area of immediate medical response	Initial training and annual refresher course; 2 hours	Annual	29CFR1910.1030(g)(2)(i)	On site trainers Contract Trainers			X		X	
Chainsaw	All employees that use and service chainsaws	8 hours	One-time	240 FW 3.w(B)(1)	Contract Training Park Service Training Course OSHA Training	X			X		
Collateral Duty Safety Officer (CDSO) Training OSHA 600	Collateral Duty Safety Officers	1 week training within 6 months after appointment to CDSO	One-time	240 FW 1.5H(5) 29 CFR 1960.58 485 DM 13.3E	OSHA 600 OSHA Institute - limited training & enrollment; Contract Training at DOI site	X	X	X		X	
Commercial Driving License (CDL)	All employees that drive large or commercial vehicles that require a CDL	Varies depending upon state requirements for testing and driving skills	Recurring	49 CFR 383	State approved CDL course; Driver Training Contractors			X	X		
Computer Literacy	Most computer users	To be determined based on individual and/or position need	Recurring	270 FW 7, Sept 30, 2002		X					
Confined Space Training	All employees required to 8 hours work in or enter confined spaces	8 hours	One-time			X		X		X	
Construction Safety	Construction inspectors and Contractor Officer Representatives	Training in safe construction activities prior to performing construction inspections	One-Time	360 FW 4 29CFR1926	NCTC SAF4000 OSHA courses Contract Trainers	X		X		X	
Continuous Learning	All FWS permanent employees	40 hours of training per year.	Annual	FWS Manual Chapter: 231 FW 1	NCTC http://policy.fws.gov/231fw1.html	X					X

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Contracting Officer	Contracting Officers; GS1102 and GS1105 occupational series	Level IA new-24hrs one-time; Level IA refresh 16hrs/4yrs; Level IB new -40hrs one-time; Level IB refresh 16hrs/2yrs; Level IIA new 40hrs one-time; Level IIA refresh 40hrs/2yrs; Level IIB new-80hrs one-time; Level IIB refresh 40hrs/2yrs; Level III new 240 one-time; Level III refresh 40hrs/2yrs; Level IV new 400hrs one-time; Level IV refresh 40hrs/2yrs	Recurring	FAR 1.6; DIAR 1401.603 & 302 FW 1	MCI Courses	X		X		X	
Contracting Officer Representative (COR)	All employees serving as COR's on FWS contract	24 hours of initial training; 8 hour refresher every 3 years	Recurring 3			X				X	
Dam Safety	All personnell working with dams	8 hours	One-time							X	
Diversity for Supervisors / Managers	All Federal Supervisors, Managers and SES	4 hours	Annually	Secretarial Letter dated 1/29/10			X				
Diving	All employees engaging in diving activities	Open Water Diving Certification (e.g. YMCA, NAUI, PADI, etc.); First Aid/CPR (American Red Cross Multimedia/CPR); Oxygen Administration Course (Divers Alert Network DAN); Diving Continuing Education	One-Time Certification and Oxygen; Recurring 3 years Continuing Ed	241 FW 10 Diving Safety	Safety/Program	X			X		
DOI Integrated Charge Card Approver	Supervisors/Approving Officials	Web-based training and test available at: http://training.nbc.gov/chargecard	Annual	DOI Director, Office of Acquisition and Property Management memo, 3/36/2002, "Mandatory Integrated Charge Card Program Training for Supervisors and Approving Officials	NBC		X			X	

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DOI Integrated Charge Card Holder	Purchase Authority Card Holders	Complete web-based training and test available at: http://training.fws.gov/led/ccard/index.htm	Annual		NBC		X			X	
EEO Counselor	EEO Counselors	32 hours	One-time				X			X	
EEO Counselor Refresher	EEO Counselors	8 hours	Annual	EEOC Management Directive 110	HR		X			X	
EEO/Diversity	Supervisors	Four hours annual training	Annual	DOI Memo EOD-1997-14; Service memo dated 9/15/97; RDO No. 28 dated 7/9/01	http://training.fws.gov/led/eeodiversity/index.htm		X			X	
Electrical	Employees involved in electrical work - see Lockout/Tagout Training	Certification Course	Recurring	241 FW 8 29CFR1910.332	OSHA Course Technical Courses Contract Trainers	X		X	X		
Electrofishing	All Service employees involved in electrofishing activities	Initial training before performing job	One-time	241 FW 6 (Under revision)	NCTC FIS2201 or FIS2C01	X			X		
Electrofishing	Team Leader	Recurring every five years	Recurring	241 FW 6 (Under revision)	NCTC FIS2201 or FIS2C01	X			X		
Emergency Action/Fire/Occupant Emergency	All facility employees, new employee orientation	Station Occupant Emergency Procedures	Recurring	240FW3 485DM19 29CFR1960.38	Supervisor Collateral Duty Safety Officer	X	X	X			X
Employee Security Awareness	All Service employees	TBD - training to alert employees to security measures	Recurring	240 FW 3 29CFR1910.332 29CFR1960.59	On-site training Contract Trainers State & Local Police Dept.	X		X			X
Environment (Green) Purchasing Training	Service personnel that purchase products and supplies	Initial on-line training	One-time	E.O. 13101	R3 Safety webpage online training site			X		X	
Ergonomics Formal Training	Personnel in jobs with suspected ergonomic issues	4 hours - ergonomic awareness and job specific training	One-time	240 FW 3.5	On site training with handouts and discussion	X			X		
Ergonomics General Training	All Service personnel regardless of job title	4 hours - general ergonomic awareness training	One-time	240 FW 3.5	On site training with handouts and discussion	X					X
Ethics Statutes, Regulations and Policies	All Public and Confidential Financial Disclosure Report Filers	1 hour	Annually	5 CFR 2638.704 and 2638.705				X			
Ethics (recurring)	All employees who are required to file confidential financial disclosure statements	Annual. Can be written or CBT 2 out of 3 years. Ever 3rd year must be formal.	Annual	212 FW 1 5 CFR 2638.704 and .705	NBC	X		X		X	

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Ethics for All New Employees	All new employees	The employee is to be provided with the handbook Ethics - An Employee Guide and allowed one hour of duty time to read it. The back cover is signed and returned to Personnel.	One-time	212 FW 1 5 CFR 2638.703	HR	X		X			X
Explosives	All Service employees responsible for using, handling or storing explosives	Initial 5 days training; Refresher 1 day every 3 years	Recurring 3 Years	http://policy.fws.gov/240fw3.html http://policy.fws.gov/241fw4.html http://www.osha-slc.gov/OshStd_data/1910_0109.html	Contract Trainers OSHA Trainers	X		X	X		
Federal Law Enforcement Training Center (FLETC)	All Refuge Officers	16.2 weeks	One-time	446 DM 2.4 232 FW 2.6			X			X	
FFS Financial Transaction Processing	All authorized FFS users	Three days	One-time	FWS Office of Financial Management memo, Report on Pilot Project for RDE for Small Payments, 6/13/1995. (A replacement directive has been drafted.)	LED5130 MC11013	X				X	
Fire Extinguisher	All Service employees who may expect to use a fire extinguisher	Initial 1 hour and annual refresher training	Annual	http://www.osha-slc.gov/OshStd_data/1910_0157.html	Contract trainers, suppliers and local fire departments			X	X		
Fire Management Officer Training	Fire Management Officers	60 hours	One-time	232 FW 6.4 C	Regional Fire Mgmt Coordinator	X				X	
Firearms (non-law enforcement)	Service personnel that use firearms for protection from wildlife	Initial and annual refresher; designated shooter training in firearm use	Annual	445 FW 4 Draft Stage	TBD	X			X		
Firearms Armor Factory Training Course	Service Designated Firearms Armors	Successful completion of Factory armor school for the weapons they are servicing	Recurring 3 Years	445 FW 4.12	Refuges-RRLEC	X			X		
Firearms Instructor Training	Service Designated Firearms Instructors	Firearm Instructor Training Course FLETC - 80 hours. Required for those who volunteer to be firearm instructors	One-time	445 FW 4	Refuges-RRLEC	X				X	
		Hiring Reform	Once	5 USC 1104(a)(2)				X			

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Firearms Re-qualification	All Refuge Officers	Handgun, Rifle, Shot-gun Re-qualification: Handgun semi-annually; Handgun Reduced annually; Shot-gun if chooses to carry semi-annually; Rifle if chooses to carry semi-annually	Recurring	446 DM 2.4; 445 FW 4.8	Refuges-RRLEC	X	X		X		
Firearms Re-Qualification (LE Weapons)	All special agents	Handgun / rifle / shotgun requalification; Handgun - Semi-annually (reduced light, handgun only annually) ; Shotgun - Annually; Rifle Annually	Recurring	446 DM 2; 445 FW 4; 1 LE 4 - LE Manual	ALE	X	X		X		
Firefighter (Wildland)	Wildland firefighters	FWS and NWCG requirements	Recurring	241 FW 7 232 FW 6 485 DM 4	National Interagency Fire Center, Regional Fire Courses	X	X			X	
Firefighter Safety Refresher Course	All personnel with wildland and/or prescribed fire management duties, including refuge managers/project leaders and other regular refuge staff	Annual, 6 hours Covers Standard Fire Orders, 18 Watch Out Situations, and fire shelter training	Annual	232 FW 6.4 D		X				X	
First Aid/CPR	Designated employee at each work location.	First Aid/CPR - 8hrs; Wilderness First Aid/CPR-16hrs; CPR/AED-8hrs	Recurring	OSHA Act of 1970; EO #12196; 240FW 3.1	Contract Trainers (CASU) American Red Cross American Heart Association	X		X		X	
FISSA (Federal Information System Security Awareness)	All Federal Employees	1.5 hours	Annual	5 CFR 930.301, Federal Information Security Act of 2002, 36 CFR 1222, 18 USC 2071, Privacy Act of 1974, DOI CIO Ltr dtd 12/22/09	Assigned annually in DOI Learn	X	X	X			X
Formaldehyde Training	All service employees involved with use of formaldehyde	Initial training before use - TBD	Recurring	240 FW 3.1(B)(2) 241 FW Chapter 9	Certified chemical instructions	X			X		
Ground School	Pilots (Flight crewmembers)	One Week/odd calendar years	Recurring 2 Years	OAS: OPM-02-AR-10	RAM			X	X	X	

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Hazard Communication Program (Included in RCRA training)	All employees with potential on-the-job exposure to hazardous materials	8 hours	One-time	29CFR1910.1200 242 FW 2	DOI Trainers Contract Trainers OSHA Training	X		X		X	
Hazard Recognition Training	Supervisors	Teaches how to identify hazards; 2 hours	One-time	240 FW 3 OSHA Act of 1970; EO #12196; 29 CFR 1960		X		X		X	
Hazardous Waste Operations and Emergency Response (HAZWOPER) - Designated Spill Responders and Environmental Contaminants Specialists	Designated Spill Responders (Directors memo requires that one Field Spill Response Coordinator and one alternate be designated in each unit, including National Wildlife Refuges and Field Stations)	Contaminants require initial 40 hour class & 3 days of supervised field experience and annual 8 hour refresher; 24 hour offsite class plus 1 day supervised; annual 8 hour refresher for workers that are occasionally on site or have limited tasks; 40 hour HAZWOPER training for personnel venturing into the spill for purposes of monitoring, wildlife capture, sampling, etc	Annual	Memorandum from FWS Director, "The Service Oil Spill Response Program," March 9, 1998; 29 CFR 1910.120	Each Field Station; Ecological Services Regional and Field Offices OSHA Training Contract Trainers			X	X	X	
Hearing Conservation: with audiometric testing	Service personnel required to wear hearing protection	4 hours, initial and annual training and annual testing	Annual	29CFR1910.95	Contract Trainers *Audiometric testing administered by qualified medical personnel			X	X		
Hearing Conservation: without audiometric testing	All Service personnel	4 hours, initial training for all employees with possible refresher	Recurring	29CFR1910.95(k)	Contract Trainers			X			X
Heavy Equipments Operator Training	All service employees who operate heavy equipment	Initial 2 weeks of training before operation of equipment	Recurring	http://policy.fws.gov/240fw3.html	On-site/hands-on training DOI trainers *training administered through Refuges	X			X		
Hoisting Equipment	All maintenance and equipment operators that make lifts	Before making lifts, as required	Recurring	29CFR1910.184	Qualified instructors slings and cable suppliers hoist manufacturers			X	X		

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Incident Command System (ICS)	Designated Responders	Incident Command System National Training Curriculum modules I-200 and I-300 are required of all Service Personnel expected to respond/participate in an incident	One-time		NIFC-I-XXX	X				X	
Initial Fire Management Training	All personnel who intend to perform wild land firefighter or prescribed fire deputies	32 hours of law enforcement refresher training	One-time	232 FW 6.4 A	Regional Fire Mgmt Coordinator	X				X	
Instrument Training	Pilots (Flight crewmembers)	Instrument training - 4 hours every 2 years	Recurring 2 Years	FWS: RO-3	RAM			X	X	X	
Interagency Fire Management Leadership Course	Refuge managers/project leaders and Program and ARDs who are responsible for managing or providing oversight to a fire program on our lands	32 hours	Recurring	232 FW 6.4 B	Regional Fire Mgmt Coordinator	X				X	
Job Hazard Analysis	All Service employees	Before performing assigned jobs	Recurring	240 FW 1,2,3 29CFR1960.59	Supervisors Collateral Duty Officer Contract Trainers	X		X		X	
Lab Safety (Genetics)	All new Genetics Lab employees	Four hours. Training is provided in form of video prior to working in the laboratory	One-time	Lab Safety Plan based on OSHA guidelines	Genetics Lab	X		X		X	
Laboratory Safety	All Service personnel working in laboratory environments	Prior assignment to exposure to hazardous chemical and changes in work procedures	Recurring	242 FW 8	Chemical Hygiene Officer Contract Trainers	X			X		
Land Management Police Training	All Refuge Officers	Land Management Police Training Program 16.2 weeks	One-time	446 DM 2.4 232 FW 2.6	Refuges - RRLEC	X	X			X	
Law Enforcement	All Service personnel with LE responsibilities	FWS requirements, initial and annual refresher training	Annual	232 FW 2	FLETC and NCTC Courses Annual refresher/re-qualification trainer	X				X	
Law Enforcement Annual Refresher	All Refuge Officers	40 hours annually	Annual							X	
Law Enforcement for Field Supervisors	Supervisor of Refuge Officers who do not have an LE Commission	Attend 20 hour course every 3 years	Recurring 3 Years	232 FW 2.6	Refuges-RRLEC	X				X	

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Lockout/Tagout	All employees required to de-energize and work on equipment	4 hours training prior to assignment	Recurring	http://policy.fws.gov/240fw3.html http://policy.fws.gov/241fw8.html http://www.osha-slc.gov/OshStd_data/1910_0147.html	Contract Trainers OSHA Trainers	X		X	X		
Maintaining a Drug-Free Workplace	All Federal Employees	30 Minutes	Once W/ 90 days of initial entry on duty	Executive Order 12564	230 FW 2, Led5N46 http://training.fws.gov/orientation	X		X			
MOCC and MOICC Refresher Training	Current certified motorboat operators	See http://training.fws.gov/bart/mo_icc.html	Recurring	DM 485	DOI Trainers NCTC SAF4R02 NCTC Contact: Chris Horsch		X		X		
Modules Ground School	Pilots (Flight crewmembers)	30 credit hours training / even calendar years	Recurring 2 Years								
Motor Vehicle Operation	All employees who operate Government vehicles or any vehicles for govt. use	As needed for state or commercial license	One-time			X			X		
Motorboat Operator Certification Course (MOCC)	Any Service Employee required to operate a motor boat	Initial training is 24 hours before operating, includes both classroom and on-the-water instruction; Refresher 8 hours every 5 years - see http://training.fws.gov/bart/mo_icc.html	Recurring 5 Years	240 FW 3.1(B)(b) 485 DM 22.1C.(2)	DOI Trainers NCTC SAF4102 R3 Contact: Dave Wedan Site availability	X	X		X		
Motorboat Operator Instructor Certification Course (MOICC)	Experienced motorboat operators who have completed the MOCC or approved equivalent	See http://training.fws.gov/bart/mo_icc.html	Recurring	DM 485	DOI Trainers NCTC SAF4101 NCTC Contact: Chris Horsch		X		X		
National Wilderness Stewardship	Refuge managers of refuges containing designated Wilderness or a Wilderness study area; Refuge supervisors; Regional Wilderness Coordinator	Refuge Managers and Wilderness Coordinator - within 1 year of appointment; Refuge Supervisors - within 2 years of appointment; Wilderness Coordinator - within 1 year of appointment; Regional Chief - by 2003	One-time	Director's Orders 116	Refuges - Regional Wilderness Coordinator	X				X	
Natural Resource Officer Police	All Refuge Officers	National Resources Officer Police Training - 16.2 weeks	One-time	446 DM 2.4 232 FW 2.6	Refuges-RRLEC	X	X			X	

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New Employee Orientation	All new permanent employees	Three day duration. Web based orientation	One-time	230 FW 2	LED5N46 http://training.fws.gov/orientation	X					X
New Supervisor	Probationary Supervisors	Eighty hours within the first two years of being appointed to a supervisory position, 40 of these within the first six months after appointment.	One-time	230 FW 4	LED6102, LED6176, LED6W05, LED6W06, Basic 40-hour Supervision (DOI)	X	X			X	
No FEAR Act Training	All Service employees	Web Based Training	Every Two Years	No Fear Act, Implemented by Director's Memo	DCR (Mills) added 9/15/06	X					X
OAS Aviation Management for Managers	Those who are responsible and accountable for using aviation resources to accomplish Service programs	Four 6 hours training in the collection, maintenance, and release requirements	Recurring	DM OPM-04	DOI Trainers Office of Aircraft Services		X			X	
OAS Aviation Management for Supervisors	First and second level supervisors of employees using aircraft to accomplish Service programs	Four 8 hour classroom course every 3 years	Recurring 3 years	DM OPM-04	DOI Trainers Office of Aircraft Services		X			X	
OAS Basic Airplane/Helicopter Safety	All Service personnel required to fly in aircraft operated below 500 feet above ground level or other activities designated as special use by OAS	Four 8 hour classroom course every 3 years before any special-use flying in non-commercial aircraft	Recurring 3 years	DM OPM-04	DOI Trainers Office of Aircraft Services		X		X		
Permit Required Confined Space	All Service personnel assigned to enter a PRCS	Prior to any work associated with PRCS	Recurring	240 FW 3 242 FW 11 29CFR1910.146	OSHA Training Institute OSHA Trainers	X		X		X	
OPM Interagency SES Orientation	All SES	16 hours	One time during probationary period	5 USC 3393, DOI HR Management Bulletin 96-1 (317)			X	X			
Personal Protective Equipment (PPE)	All Service employees required to use PPE	Training prior to PPE	Recurring	241 FW 3 485 DM 20 29CFR1910.132&133-139	Product Manufacturer Supervisor Contract Trainers	X	X	X		X	
Pesticide Training	All Service personnel assigned to work with or those that may be exposed to pesticides	8 hours	One-time	242 FW 7 562 FW 1,2 40CFR170.132 517 DM 1	Must meet State Certification for Pesticide Applicators Contract Trainers	X	X	X	X		

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Physical Fitness Coordinator	Regional Health and Fitness Coordinator (Required for those who volunteer to be Health and Fitness Coordinators supporting Refuge LE Program)	80 hours course	One-time	223 FW 8, Health and Fitness Program Handbook	Refuges-RRLEC	X				X	
Powered Industrial Truck Training	All Service employees required to operate powered industrial trucks	8 hours	One-time	240 FW 3.2(B)(j)(k) 29CFR1910.178	Contract Trainers OSHA Trainers	X		X	X		
Privacy Act	All Department of Interior employees	On-Line Training	Recurring	DOI Directive 383 DM and 204 FW 1, March 29, 1992	DOIU	X	X				X
Project Management	All IT personnel that oversee the schedule and finances of major and non-major systems and conduct capital planning exercises.	E-Gov Projects: Masters Certificate or PMP Certification; Cross Cutting Projects: 3 PM courses towards a PMP or PMP Certification	One-time	revised 12/18/2003; OCIO bulletin 2002-04, Managing Information Technology	DOI bureaus	X	X			X	
Property Management Officers	GS1101 Occupational Series; Accountable Officers; Custodial Officers; Receiving Officers	2 hours when appointed	One-time	310FW	MCI Courses	X				X	
RCRA Training	All Service employees working with hazardous materials	3 days	One-time	240 FW 3.2(B)(2)(e) 29 CFR 1910.1200	Environmental Facility and Compliance Officer Instructor Contract Trainers	X		X	X		
Records Management	All Department of Interior employees	On-Line Training	One-time	DOI Directive	DOI U		X				X
Refuge Officer Basic School	All Refuge Officers	80 Hours Course	One-time	232 FW 2.6	Refuges-RRLEC	X				X	
Refuge Officer In-Service Training	All Refuge Officers	40 Hours	Recurring	446 DM 2.4 232 FW 2.6	Refuges-RRLEC	X	X			X	
Respirator Training	All employees required to wear respirators	4 hours	Recurring	240 FW 3.2(b)(1) 29CFR1910.134	Contract Trainers OSHA Training FLETC for LE	X		X	X		

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Role-Based IT Security Training	Users of GSS and major applications are required to have additional security training specific to the access and operation of those systems and/or applications	Security Awareness Training appropriate to level of access. The Bureau IT Security Manager (BITSM) can provide guidance to systems and offices on appropriate security training (Executive Personnel/10 hours, IT Security Professionals/25 hours, IT Technical Personnel/15.5 hours)	Recurring	Computer Security Act of 1987, OMB Circular A-130, Appendix III, and 270 FW 7, Sept 30, 2002	CSG	X		X		X	
Safety Management Information System (SMIS)	Employees, Supervisors, Project Leaders, Safety Personnel	How to report a safety incident or accident, & tells reviewers how to access & review the reports; 1 hour	One-time	FWS/OSH Memo dated 6/27/97, "Implementation of the Department of the Interior Accident/Injury Reporting System"	Safety/Program	X		X		X	
Safety Orientation	New employees	Discussions with supervisor & safety office; 2 hours	One-time	240 FW 3; OSHA Act of 1970; EO # 12196; 29 CFR 1960	On-the-job Collateral Duty Safety Officer Regional Safety Office	X		X			X
Safety Training for Supervisors/Managers	Supervisors/Managers	Instructs on safety rules, roles, and responsibilities for safety; 1 hour	One-time	29 CFR 1960.55	Safety/Program			X		X	
Section 508 Awareness: Promoting Awareness, Providing Solutions	Government and contractor employees involved in the acquisition for Electronic and Information Technology (E&IT)	1 hour online training	One-time	DOI CIO Memo dtd 28 Apr, 2008. Release of New Section 508 Awareness Computer-Based Training (CBT)	Regional Section 508 Coordinators		X		X	X	
Sexual Awareness Training	Temporary Employees being assigned to field locations	Sexual Harassment Overview	Annual	Seasonal Handbook	DCR (Mills) added 9/15/06	X				X	
Special Agent In-Service and Other Mandatory	All special agents	40 Hours of law enforcement refresher training	Annual	446 DM 2	ALE		X			X	

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Specializing Fire Management	Personnel undertaking specialized wildland or prescribed fire management duties (various position) (Positions identified in National Interagency Incident Management System Wildland and Prescribes Fire Qualification System Guide (PMS 310-1))		One-time	232 FW 6	Regional Fire Mgmt Coordinator	X				X	
Spin Training	Pilots (Flight crewmembers)	Emergency maneuver/spin training/every 3 years	Recurring 3 years	FWS: RO-3	RAM	X		X	X		
Supervisory and Managerial Training (probationary)	Probationary Supervisors and Managers	Eighty hours within the first two years of being appointed to a supervisory position, 40 of these within the first six months after appointment.	One-time	230 FW 4 5 CFR 412 (1997)	LED6166, LED6176, LED6179, and LED 6W20	X		X		X	
Technical Representatives Refresher	Technical Representatives on Acquisition Projects	8-hour refresher every 3 years	Recurring 3 years	301FW5.10; DIAR 1401.670	MCI Courses	X				X	
Transit Subsidy	All who receive a transit subsidy	.25 hours	Annually	EO 13150		X	X				
Uniformed Services Employment and Reemployment Rights Act (USERRA)	Supervisors, Managers who recommend, take or approve USEER personnel actions	0.5 hours	annually	The Veterans' Benefits Improvement Act of 2008, Public Law (P.L.) 110-389			X	X		X	
USFWS Employee Foundations	All new FWS in two-grade interval at GS-7 or above (professional and administrative) series.	Five day duration, course location NCTC, attend within first year of employment in two-grade interval series	One-time	FWS Directors Memo, 9/9/98, "Policy Statement on Attendance in the U.S. Fish and Wildlife Service Employee Foundations Course"	LED5240	X				X	

U.S. Fish and Wildlife Service
Mandatory Training

Title	Audience	Training Requirement	Frequency	Requirement Source	Responsible Office	FWS Manual /DO	DOI	U.S.Law	Equipment Specific	Job Specific	All
Watercraft Safety	All employees operating or controlling watercraft owned or chartered by Service	Watercraft safety & operations. Including PFD & Wader Safety. 3-4 day basic course; refresher 8 hours for all DOI watercraft used	Recurring 5 years	241 FW 1 (Watercraft Safety Policy)	SAF4101 or SAF4102 for initial certification; SAF4A02 plus 40 hours of seat time for airboat operation; SAF4RM2 for moving water operation; SAF40W2 for open water *e.g. Lake Michigan) operations; SAF4R02 for recertification (either CD-based or Web-based)	X	X	X	X		
Wilderness Issues	Refuge Wilderness Managers; Refuge Wilderness Coordinator; National Wilderness Coordinator	Course designed by NCTC - Carhart	Recurring 5 years	Director's Orders 116	Refuges - Regional Wilderness Coordinator	X				X	
Wilderness Stewardship Training	Supervisors/Managers of Wilderness Areas	40 hours	One-time	Director's Orders #116	Refuges - Regional Wilderness Coordinator	X				X	
Wildlife Inspector In-Service	All wildlife inspectors	32 Hours of law enforcement refresher training	Annual		ALE	X				X	