International Trade Administration
Mandatory Training

Listed below is mandatory training that cuts across the spectrum of ITA business units and is required of all ITA employees. At the far right, for each training course, is the name of the office responsible for the training. For all training listed as "classroom," someone from the corresponding office will make contact with you, once the training has been scheduled. For all training listed as "on-line," the corresponding office will send out an ITA Announcement so that employees can access the training on-line whenever the course is being offered. There are no fees associated with the training listed below.

For general questions relating to training, please contact the following people:
ITA HQ: Lester.Purnell@mail.doc.gov 202-482-2262
CS Foreign Field: Christine.Johnson@mail.doc.gov 202-482-2001
CS Domestic Field: Sally.Silberman@mail.doc.gov 202-482-2338

Required Training for **ALL** ITA employees (Who are employees?):

Training/Description	Frequency	Source of Training	Responsible Office
No FEAR	Every 2 years. Next Dec 2008. New Employees within 90 days of hire.	LMS/DOC Web site	DOC Office of Civil Rights
Constitution Day	Annual: September	LMS on-line	DOC Office of Training
* Information Technology (IT) Security Awareness	Annual	On-line through OCIO	ITA Office Chief Information Officer
* Personal Property Accountability & Sensitive Information What is Personally Identifiable Information (PII)?	Annual: Spring	On-line through OCIO	ITA Office of Organization and Management Support
ITA Entrance on Duty (EOD) Orientation	One time: First day of employment	Classroom – HQ Only	Department of Commerce HR Operations Center
ITA Quarterly Program – An Overview of ITA and International Trade	One time: New employees attend within the first quarter of hire into ITA.	Classroom – HQ Only	ITA CFO Admin
Ethics New Entrant Training – Standards of Conduct	One time: New employees on first day of work during EOD Orientation	Classroom - HQ Only FCS/ODO/OIO – Written materials in EOD package	DOC Office of General Counsel

* Denotes contractors and unpaid interns are required to take this training.

This web page located: http://www.ita.doc.gov/hrm/documents/Mandatory_Training_Handout.pdf

Training/Description	Frequency	Source of Training	Responsible Office
Property Accountability Officer	Annual: January	LMS/GSA Web site	ITA Office of Organization and Management Support
Property Accountability Officer	Annual: May	Classroom	ITA Office of Organization and Management Support
Property Custodian	Annual: January	LMS/GSA Web site	ITA Office of Organization and Management Support
Property Custodian	Annual: May	Classroom	ITA Office of Organization and Management Support

Required **Ethics Training** for ITA employees who are required to file financial disclosure reports (either public--SF-278 or private--OGE Form 450) and who are GS-11 and above.

Training/Description	Frequency	Source of Training	Responsible Office
Ethics Training	278 Filers – **Annual** (Classroom Training) 450 Filers - Annual (Must attend classroom training **every 3 years**, other years must review written materials sent out by OGC)	Classroom – HQ Only	DOC Office of General Counsel

Required Training for certain ITA **employees with Procurement Cards and with Travel Cards**:

Training/Description	Frequency	Source of Training	Responsible Office
Procurement Card	Every 3 years	LMS on-line	ITA Office of Organization and Management Support
DOC Travel Card	Every 3 years	LMS on-line	ITA Office of Organization and Management Support
Section 508 (IT Accessibility for Disabled Persons)	One Time (Cardholders & Approving Officials)	LMS on-line	ITA Office of Organization and Management Support

Required Training **for newly appointed ITA Supervisors:**

Training/Description	Frequency	Source of Training	Responsible Office
Supervisory Certification Program	One time – HR will contact new supervisors.	Classroom	ITA CFO Admin
Building Results Oriented Performance Plans	Within 90 days of hire as a new supervisor	LMS on-line	ITA CFO Admin

Required Training **for employees who receive a Safety Escape Hood:**

Training/Description	Frequency	Source of Training	Responsible Office
Escape Hood	One time Training is offered quarterly	Class – DC/Metro Only	ITA Office of Organization and Management Support

Required Training **for all employees with a Security Clearance (e.g., Secret, Top Secret):**

Training/Description	Frequency	Source of Training	Responsible Office
National Security Information	Annual	LMS on-line	DOC Office of Security – Information Security Program