**Annual Mandatory Training**

**Antiterrorism Training -** (Audience: Workforce and Contractors)

Level I awareness training to orient all civilian personnel, on general terrorist threat and personal protection measures that could reduce vulnerability to acts of terrorism. Antiterrorism training will be offered to DoD contract employees, under terms and conditions specified in their contract.

**Information Assurance (IA) Training -** (Audience: Workforce and Contractors)

Initial, continuing, and refresher training to: all employees responsible for the management or use of computer systems that process sensitive information, including executives; program and functional managers, information resource management, security, and audit personnel; information technology management, operations, and programming personnel; and end users. Training shall include computer security basics; computer security policies and procedures; contingency planning; and systems life cycle management.

**Constitution Day Training -** (Audience: Workforce and Contractors)

September 17 is "Constitution Day and Citizenship Day." According to section 111 of Public Law (Pub. L.) 108-447 (2005) (reference (m)) heads of each Federal agency or department each year must: (a) provide new employees of the agency or department, educational and training materials about the United States Constitution as part of the orientation materials, and; (b) provide to each employee of the agency or department, educational and training materials about the United States Constitution.

**Ethics Orientation and Training** - (Audience: Workforce)

DoD Components shall provide each new employee, within 90 days of the date of entrance on duty, one hour of duty time to review ethics materials and any additional DoD Component regulations, or training course that covers similar information. Frequency of ethics training is determined by series, profession and other guidance issued by General Counsel.

**HIV/AIDS Information -** (Audience: Workforce)

As stated in Under Secretary of Defense (Personnel and Readiness (P&R)) Memorandum (reference (n), “information on AIDS workplace and prevention issues shall be incorporated into orientation programs for new employees and basic training for supervisors, managers, and executives.”

**No Fear Act** - (Audience: Workforce)

DoD Components shall train all of its employees (including supervisors and managers) about the rights and remedies available under Antidiscrimination Laws and Whistleblower Protection Laws. Components must train new employees in its orientation program or other training program. Components that do not use a new employee orientation program must train new employees within 90 calendar days of appointment. Each Component must train all employees at least every two years.

**National Security Personnel System (NSPS) Training** - (Audience: Workforce)

Employees, supervisors and managers will be afforded NSPS training as outlined by each Component’s NSPS Training Plan. This is a structured training providing managers, supervisors and employees an understanding of the regulations and their roles and responsibilities under (NSPS).

**Physical Security -** (Audience: Workforce)

DoD Components shall implement a training program so employees understand their day-to-day security responsibilities, are familiar with vulnerabilities of the facility, and are prepared to implement emergency security actions. This includes protective measures to safeguard personnel, prevent unauthorized access to and safeguard property and information.

**Prevention of Sexual Harassment** - (Audience: Workforce)

DoD Components shall provide training programs to teach employees at all levels how to identify and prevent sexual harassment, consistent with requirements in Secretary of Defense Memorandum (reference (q)).

**Privacy Act -** (Audience: Workforce)

Each agency that maintains a system of records shall establish rules of conduct for persons involved in the design, development, operation, or conduct for persons involved in the design, development, operation, or maintenance of any system of records, or in maintaining any record, and instruct each such person with respect to such rules and requirements of this section, including any other rules and procedures adapted pursuant to this section and penalties for noncompliance. DoD 5400.11-R, (reference (r)) requires training regarding information privacy laws, regulations, policies and procedures governing the Department’s collection maintenance use or dissemination of personal information. The objective is to establish a culture of sensitivity to and knowledge about, privacy issues involving individuals throughout the Department.

**Workplace Safety -** (Audience: Workforce)

Components are responsible for protecting personnel, equipment, and facilities for the effective implementation of safety and occupational health policies and provide education and training to prevent accidents, injuries, and occupational illnesses. Training requirements for all Federal agencies must be administered according to part 1960 of title 29, Code of Federal Regulations (reference (t)).

**Counterintelligence Awareness -** (Audience: Workforce)

DoD Components shall develop and implement briefing, awareness, and reporting programs within their organizations. The awareness and briefing programs shall promote threat and reporting awareness responsibilities, enabling DoD personnel to identify threats, to report suspicious situations and incidents to appropriate authorities. This training may be combined with other security related training.

**Operations Security (OPSEC) -** (Audience: Workforce)

OPSEC is a process of identifying critical information and analyzing friendly actions attendant to military operations and other activities. Under DoD Directive (DoDD) 5205.02 (reference (v)), Components shall provide annual OPSEC awareness training to all civilian personnel. Components will establish an OPSEC program focused on command involvement, assessments, surveys, training, education, threat, resourcing, and awareness. This training may be combined with other security related training.

**Combat Trafficking In Persons (CTIP) -** (Audience: Workforce)

Components shall conduct annual CTIP awareness training program for all members of their Components to educate all DoD civilians annually on the worldwide trafficking menace, national TIP policy, overseas theater TIP policy, and attendant personal responsibilities consistent with DoD core values and ethical standards in accordance with DOD Instruction 2200.02 (reference (w)). This training may be combined with other security related training.

**Functional Training -** (Audience: Workforce)

Training required by an employee for a specific trade, occupation or profession to maintain, upgrade and/or update job specific skills. Functional training may be mandated by law, regulations, Components, and subordinate organizations. The most common types of functional training follow: Acquisitions and Procurement, Customer Service, Emergency Preparedness, Executive, Managerial, and Supervisory Training, Freedom of Information Act (FOIA), IT Portfolio Management, Records Management, Security Classification Authority, and SmartPay.