

2007 Mandatory Training

Title	Training Requirement	Requirement Source	Responsible Office
Airboat Training	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)	241 FW 1 485 DM 22 <a href="http://policy.fws.gov/241fw1.html">http://policy.fws.gov/241fw1.html</a>	R3 Contact: Dave_Wedan@fws.gov
All Terrain Vehicles/Cycles (ATV/ATC)	4 hours prior to operation of an ATV/ATC; Refresher training when unsafe performance is observed	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
Alternative Dispute Resolution (ADR)	One Hour. Provided on-line by DOI University	DOI memo June 25, 2003	DOI Office of Collaborative Action and Dispute Resolution
Annual Fire Management Refresher	6 hours	232 FW 6	Regional Fire Mgmt Coordinator
Arc Welders	Prior to use of arc welder, 2-4 hours, review of PPE requirements	29CFR1910.254 29CFR1960.59	JHA's On-the-job
Asbestos/Lead Base Paint	Initial awareness training before assignment to work that may involve ACM or LBP	561 FW 8 29CFR1910.1001	Contract Trainers Regional Environmental Coordinator
Automatic Defibrillator Training (AED)	2 hours initial training and refresher course per training organization in conjunction with CPR training	29 CFR 1910.151(b) 240 FW 3.2B(3)	AED Manufacturer American Red Cross American Heart Association Contract Trainers
Bear Firearm	8 hours	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
Bear Safety	8 hours	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
Bloodborne Pathogens	Initial training and annual refresher course; 2 hours	29CFR1910.1030(g)(2)(i)	On site trainers Contract Trainers
Chainsaw	8 hours	240 FW 3.w(B)(1)	Contract Training Park Service Training Course OSHA Training
Collateral Duty Safety Officer (CDSO) Training OSHA 600	1 week training within 6 months after appointment to CDSO	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
Commercial Driving License (CDL)	Varies depending upon state requirements for testing and driving skills	49 CFR 383	State approved CDL course; Driver Training Contractors

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Computer Literacy	To be determined based on individual and/or position need	270 FW 7, Sept 30, 2002	(blank)
Confined Space Training	8 hours	(blank)	(blank)
Construction Safety	Training in safe construction activities prior to performing construction inspections	360 FW 4 29CFR1926	NCTC SAF4000 courses OSHA Contract Trainers
Continuous Learning	40 hours of training per year.	FWS Manual Chapter: 231 FW 1	NCTC <a href="http://policy.fws.gov/231fw1.html">http://policy.fws.gov/231fw1.html</a>
Contracting Officer	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; L	FAR 1.6; DIAR 1401.603 & 302 FW 1	MCI Courses
Contracting Officer Representative (COR)	24 hours of initial training; 8 hour refresher every 3 years	(blank)	(blank)
Dam Safety	8 hours	(blank)	(blank)
Diving	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	241 FW 10 Diving Safety	Safety/Program
DOI Integrated Charge Card Approver	Web-based training and test available at: <a href="http://training.nbc.gov/chargecard">http://training.nbc.gov/chargecard</a>	DOI Director, Office of Acquisition and Property Management memo, 3/36/2002, "Mandatory Integrated Charge Card Program Training for Supervisors and Approving Officials"	NBC
DOI Integrated Charge Card Holder	Complete web-based training and test available at: <a href="http://training.fws.gov/led/ccard/index.htm">http://training.fws.gov/led/ccard/index.htm</a>	(blank)	NBC
EEO Counselor	32 hours	(blank)	(blank)
EEO Counselor Refresher	8 hours	EEOC Management Directive 110	HR
EEO/Diversity	Four hours annual training	DOI Memo EOD-1997-14; Service memo dated 9/15/97; RDO No. 28 dated 7/9/01	<a href="http://training.fws.gov/led/eeodiversity/index.htm">http://training.fws.gov/led/eeodiversity/index.htm</a>

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Title	Training Requirement	Requirement Source	Responsible Office
Electrical	Certification Course	241 FW 8 29CFR1910.332	OSHA Course Courses Technical Contract Trainers
Electrofishing	Initial training before performing job	241 FW 6 (Under revision)	NCTC FIS2201 or FIS2C01
	Recurring every five years	241 FW 6 (Under revision)	NCTC FIS2201 or FIS2C01
Emergency Action/Fire/Occupant Emergency	Station Occupant Emergency Procedures	240FW3 29CFR1960.38	Supervisor Duty Safety Officer Collateral
Employee Security Awareness	TBD - training to alert employees to security measures	240 FW 3 29CFR1910.332 29CFR1960.59	On-site training Trainers Police Dept. Contract State & Local
Environment (Green) Purchasing Training	M	E.O. 13101	R3 Safety webpage online training site
Ergonomics Formal Training	4 hours - ergonomic awareness and job specific training	240 FW 3.5	On site training with handouts and discussion
Ergonomics General Training	4 hours - general ergonomic awareness training	240 FW 3.5	On site training with handouts and discussion
Ethics (recurring)	Annual. Can be written or CBT 2 out of 3 years. Ever 3rd year must be formal.	212 FW 1 5 CFR 2638.704 and .705	NBC
Ethics for 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.	212 FW 1 5 CFR 2638.703	HR
Explosives	Initial 5 days training; Refresher 1 day every 3 years	<a href="http://policy.fws.gov/240fw3.html">http://policy.fws.gov/240fw3.html</a> <a href="http://policy.fws.gov/241fw4.html">http://policy.fws.gov/241fw4.html</a> <a href="http://www.osha-slc.gov/OshStd_data/1910_0109.html">http://www.osha-slc.gov/OshStd_data/1910_0109.html</a>	Contract Trainers Trainers OSHA
Federal Law Enforcement Training Center (FLETC)	16.2 weeks	446 DM 2.4 232 FW 2.6	(blank)
FFS Financial Transaction Processing	Three days	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 MCI1013
Fire Extinguisher	Initial 1 hour and annual refresher training	<a href="http://www.osha-slc.gov/OshStd_data/1910_0157.html">http://www.osha-slc.gov/OshStd_data/1910_0157.html</a>	Contract trainers, suppliers and local fire departments
Fire Management Officer Training	60 hours	232 FW 6.4 C	Regional Fire Mgmt Coordinator

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Title	Training Requirement	Requirement Source	Responsible Office
Firearms (non-law enforcement)	Initial and annual refresher; designated shooter training in firearm use	445 FW 4 Stage Draft	TBD
Firearms Armor Factory Training Course	Successful completion of Factory armor school for the weapons they are servicing	445 FW 4.12	Refuges-RRLEC
Firearms Instructor Training	Firearm Instructor Training Course FLETC 80 hours. Required for those who volunteer to be firearm instructors	445 FW 4	Refuges-RRLEC
Firearms Re-qualification	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	446 DM 2.4; 445 FW 4.8	Refuges-RRLEC
Firearms Re-Qualification (LE Weapons)	Handgun / rifle / shotgun requalification; Handgun - Semi-annually (reduced light, handgun only annually) ; Shotgun - Annually; Rifle Annually	446 DM 2; 445 FW 4; 1 LE 4 - LE Manual	ALE
Firefighter (Wildland)	FWS and NWCG requirements	241 FW 7 232 FW 6 485 DM 4	National Interagency Fire Center, Regional Fire Courses
Firefighter Safety Refresher Course	Annual, 6 hours Covers Standard Fire Orders, 18 Watch Out Situations, and fire shelter training	232 FW 6.4 D	(blank)
First Aid/CPR	First Aid/CPR - 8hrs; Wilderness First Aid/CPR-16hrs; CPR/AED-8hrs	OSHA Act of 1970; EO #12196; 240FW 3.1	Contract Trainers (CASU) American Red Cross American Heart Association
Formaldehyde Training	Initial training before use - TBD	240 FW 3.1(B)(2) Chapter 9 241 FW	Certified chemical instructions
Ground School	One Week/odd calendar years	OAS: OPM-02-AR-10	RAM
Hazard Communication Program (Included in RCRA training)	8 hours	29CFR1910.1200 FW 2 242	DOI Trainers Contract Trainers OSHA Training
Hazard Recognition Training	Teaches how to identify hazards; 2 hours	240 FW 3 OSHA Act of 1970; EO #12196; 29 CFR 1960	(blank)
Hazardous Waste Operations and Emergency Response (HAZWOPER) - Designated Spill Responders and Environmental Contaminants Specialists	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	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

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Hearing Conservation: with audiometric testing	4 hours, initial and annual training and annual testing	29CFR1910.95	Contract Trainers *Audiometric testing administered by qualified medical personnel
Hearing Conservation: without audiometric testing	4 hours, initial training for all employees with possible refresher	29CFR1910.95(k)	Contract Trainers
Heavy Equipments Operator Training	Initial 2 weeks of training before operation of equipment	<a href="http://policy.fws.gov/240fw3.html">http://policy.fws.gov/240fw3.html</a>	On-site/hands-on training DOI trainers *training administered through Refuges
Hoisting Equipment	Before making lifts, as required	29CFR1910.184	Qualified instructors sling and cable suppliers hoist manufacturers
Incident Command System (ICS)	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	(blank)	NIFC-I-XXX
Information Technology Security Awareness Training	Annual completion of on-line mandatory DOI IT Security Awareness Training	Computer Security Act of 1987, OMB Circular A-130, Appendix III, and 270 FW 7, Sept 30, 2002	CSG
Initial Fire Management Training	32 hours of law enforcement refresher training	232 FW 6.4 A	Regional Fire Mgmt Coordinator
Instrument Training	Instrument training - 4 hours every 2 years	FWS: RO-3	RAM
Interagency Fire Management Leadership Course	32 hours	232 FW 6.4 B	Regional Fire Mgmt Coordinator
Job Hazard Analysis	Before performing assigned jobs	240 FW 1,2,3 29CFR1960.59	Supervisors Collateral Duty Officer Contract Trainers
Lab Safety (Genetics)	Four hours. Training is provided in form of video prior to working in the laboratory	Lab Safety Plan based on OSHA guidelines	Genetics Lab
Laboratory Safety	Prior assignment to exposure to hazardous chemical and changes in work procedures	242 FW 8	Chemical Hygiene Officer Contract Trainers
Land Management Police Training	Land Management Police Training Program 16.2 weeks	446 DM 2.4                      232 FW 2.6	Refuges - RRLEC
Law Enforcement	FWS requirements, initial and annual refresher training	232 FW 2	FLETC and NCTC Courses Annual refresher/re-qualification trainer
Law Enforcement Annual Refresher	40 hours annually	(blank)	(blank)
Law Enforcement for Field Supervisors	Attend 20 hour course every 3 years	232 FW 2.6	Refuges-RRLEC

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Title	Training Requirement	Requirement Source	Responsible Office
Lockout/Tagout	4 hours training prior to assignment	<a href="http://policy.fws.gov/240fw3.html">http://policy.fws.gov/240fw3.html</a> <a href="http://policy.fws.gov/241fw8.html">http://policy.fws.gov/241fw8.html</a> <a href="http://www.osha-slc.gov/OshStd_data/1910_0147.html">http://www.osha-slc.gov/OshStd_data/1910_0147.html</a>	Contract Trainers Trainers OSHA
MOCC and MOICC Refresher Training	See <a href="http://training.fws.gov/bart/mo_icc.html">http://training.fws.gov/bart/mo_icc.html</a>	DM 485	DOI Trainers SAF4R02 Chris Horsch NCTC NCTC Contact:
Modules Ground School	30 credit hours training / even calendar years	(blank)	(blank)
Motor Vehicle Operation	As needed for state or commercial license	(blank)	(blank)
Motorboat Operator Certification Course (MOCC)	Initial training is 24 hours before operating, includes both classroom and on-the-water instruction; Refresher 8 hours every 5 years - see <a href="http://training.fws.gov/bart/mo_icc.html">http://training.fws.gov/bart/mo_icc.html</a>	240 FW 3.1(B)(b) 485 DM 22.1C.(2)	DOI Trainers SAF4102 Dave Wedan NCTC R3 Contact: Site availability
Motorboat Operator Instructor Certification Course (MOICC)	See <a href="http://training.fws.gov/bart/mo_icc.html">http://training.fws.gov/bart/mo_icc.html</a>	DM 485	DOI Trainers SAF4101 Chris Horsch NCTC NCTC Contact:
National Wilderness Stewardship	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	Director's Orders 116	Refuges - Regional Wilderness Coordinator
Natural Resource Officer Police	National Resources Officer Police Training - 16.2 weeks	446 DM 2.4 232 FW 2.6	Refuges-RRLEC
New Employee Orientation	Three day duration. Web based orientation	230 FW 2	LED5N46 <a href="http://training.fws.gov/orientation">http://training.fws.gov/orientation</a>
New Supervisor	Eighty hours within the first two years of being appointed to a supervisory position, 40 of these within the first six months after appointment.	230 FW 4	LED6102, LED6176, LED6W05, LED6W06, Basic 40-hour Supervision (DOI)
No FEAR Act Training	Web Based Training--Every two years	No Fear Act, Implemented by Director's Memo	DCR (Mills) added 9/15/06
OAS Aviation Management for Managers	Four 6 hours training in the collection, maintenance, and release requirements	DM OPM-04	DOI Trainers Office of Aircraft Services

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Title	Training Requirement	Requirement Source	Responsible Office
OAS Aviation Management for Supervisors	Four 8 hour classroom course every 3 years	DM OPM-04	DOI Trainers Office of Aircraft Services
OAS Basic Airplane/Helicopter Safety	Four 8 hour classroom course every 3 years before any special-use flying in non-commercial aircraft	DM OPM-04	DOI Trainers Office of Aircraft Services
Permit Required Confined Space	Prior to any work associated with PRCS	240 FW 3 242 FW 11 29CFR1910.146	
Personal Protective Equipment (PPE)	Training prior to PPE	241 FW 3 485 DM 20 29CFR1910.132&133-139	Product Manufacturer Supervisor Contract Trainers
Pesticide Training	8 hours	242 FW 7 562 FW 1,2 40CFR170.132 517 DM 1	Must meet State Certification for Pesticide Applicators Contract Trainers
Physical Fitness Coordinator	80 hours course	223 FW 8, Health and Fitness Program Handbook	Refuges-RRLEC
Powered Industrial Truck Training	8 hours	240 FW 3.2(B)(j)(k) 29CFR1910.178	Contract Trainers OSHA Trainers
Privacy Act	On-Line Training	DOI Directive 383 DM and 204 FW 1, March 29, 1992	DOI U
Project Management	E-Gov Projects: Masters Certificate or PMP Certification; Cross Cutting Projects: 3 PM courses towards a PMP or PMP Certification	revised 12/18/2003; OCIO bulletin 2002-04, Managing Information Technology	DOI bureaus
Property Management Officers	2 hours when appointed	310FW	MCI Courses
RCRA Training	3 days	240 FW 3.2(B)(2)(e) 29 CFR 1910.1200	Environmental Facility and Compliance Officer Instructor Contract Trainers
Records Management	On-Line Training	DOI Directive	DOI U
Refuge Officer Basic School	80 hours course	232 FW 2.6	Refuges-RRLEC
Refuge Officer In-Service Training	40 Hours	446 DM 2.4 232 FW 2.6	Refuges-RRLEC
Respirator Training	4 hours	240 FW 3.2(b)(1) 29CFR1910.134	Contract Trainers OSHA Training FLETC for LE

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Role-Based IT Security Training	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 Technica	Computer Security Act of 1987, OMB Circular A-130, Appendix III, and 270 FW 7, Sept 30, 2002	CSG
Safety Management Information System (SMIS)	How to report a safety incident or accident, & tells reviewers how to access & review the reports; 1 hour	FWS/OSH Memo dated 6/27/97, "Implementation of the Department of the Interior Accident/Injury Reporting System"	Safety/Program
Safety Orientation	Discussions with supervisor & safety office; 2 hours	240 FW 3; OSHA Act of 1970; EO # 12196; 29 CFR 1960	On-the-job Collateral Duty Safety Officer Regional Safety Office
Safety Training for Supervisors/Managers	Instructs on safety rules, roles, and responsibilities for safety; 1 hour	29 CFR 1960.55	Safety/Program
Sexual Awareness Training	Sexual Harassment Overview	Seasonal Handbook	DCR (Mills) added 9/15/06
Special Agent In-Service and Other Mandatory	40 Hours of law enforcement refresher training	446 DM 2	ALE
Specializing Fire Management	(blank)	232 FW 6	Regional Fire Mgmt Coordinator
Spin Training	Emergency maneuver/spin training/every 3 years	FWS: RO-3	RAM
Supervisory and Managerial Training (probationary)	Eighty hours within the first two years of being appointed to a supervisory position, 40 of these within the first six months after appointment.	230 FW 4 (1997) 5 CFR 412	LED6166, LED6176, LED6179, and LED 6W20
Technical Representatives Refresher	8-hour refresher every 3 years	301FW5.10; DIAR 1401.670	MCI Courses
USFWS Employee Foundations	Five day duration, course location NCTC, attend within first year of employment in two-grade interval series	FWS Directors Memo, 9/9/98, "Policy Statement on Attendance in the U.S. Fish and Wildlife Service Employee Foundations Course"	LED5240



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Watercraft Safety	Watercraft safety & operations. Including PFD & Wader Safety. 3-4 day basic course; refresher 8 hours for all DOI watercraft used	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)
Wilderness Issues	Course designed by NCTC - Carhart	Director's Orders 116	Refuges - Regional Wilderness Coordinator
Wilderness Stewardship Training	40 Hours	Director's Orders #116	Refuges - Regional Wilderness Coordinator
Wildlife Inspector In-Service	32 hours of law enforcement refresher training	(blank)	ALE
Grand Total			