

**MANDATORY TRAINING\***  
**DEPARTMENT OF ENERGY/OAK RIDGE OFFICE**

<b>COURSE</b>	<b>Audience</b>	<b>DRIVER</b>	<b>Frequency</b>	<b>Hours Required</b>	<b>TIMEFRAMES</b>	<b>Due Date</b>
<b>Continuity of Operations (COOP) (OLC2)</b>	All DOE and Contractor Employees	Executive Order 12656; Federal Preparedness Circular 65 (FPC-65); and DOE O 150.1	Annually		As determined by Office of Emergency Operations (NA-40) Federal employees – Oct. - Dec. Contractor employees – Jan. - Apr.	
<b>Diversity</b>	All DOE Supervisory Employees	DOE O 311.1B	Annually	4 hours	As scheduled by the Diversity Programs Manager	
	All DOE Non-Supervisory Employees	DOE O 311.1B	Annually	3 hours	As scheduled by the Diversity Programs Manager	
<b>Ethics Training (OLC2)</b>	Only DOE employees who are required to file a confidential financial report	Ethics in Government Act of 1978 (as amended) and DOE O 326.1.	Annually		January notice with completion date mandated by the Office of General Counsel.	
<b>Federal Employee Occupational Safety and Health (FEOSH) (OLC2)</b>	All DOE Employees and new hires (For new hires, included in ISSM)	Executive Order 12196; 29 CFR 1960; and DOE O 440.1B	Annually		As scheduled by the Office of Health, Safety and Security	
<b>Integrated Safeguards and Security Management (ISSM) Awareness Training</b>	All ORO Federal and Direct/Support Service Contractor Employees	DOE P 470.1	One-Time		Within 120 days of joining ORO	
<b>Integrated Safety Management Systems</b>	All ORO Federal and Direct Support Services Contractors	ORO adopted the DOE Guiding Principles and Core Functions as reflected in DOE P 450.4 and DOE P 450.7.	Annually		As scheduled by the ORO Environment, Safety, and Health organization	
<b>No FEAR Act (OLC2)</b>	All DOE Employees	Public Law 107-174	Biennially		As scheduled by the Diversity Programs Manager	
<b>Privacy Awareness Course (OLC2)</b>	All DOE and Contractor Employees	Office of Management and Budget Memorandum 07-16	Annually		As scheduled by the DOE Privacy Office	

<b>Security Refresher Briefing (includes Cyber Security)</b>	All DOE employees who possess an active DOE L or Q security clearance.	DOE M 470.4-1 DOE O 205.1A, Department of Energy Cyber Security Management	Annually		As scheduled by Safeguards and Security or Emergency Management organizations	
<b>Sexual Harassment</b>	All DOE Employees	DOE O 311.1B	Biennially	3 hours	As scheduled by the Diversity Programs Manager	

\*Discuss position/facility-specific training requirements with your supervisor.

Last Update: 3/25/11