

Civilian Training

Federal employees Government-wide are required to complete mandatory training courses, including training mandated by federal statute or regulation; such as in the areas of computer security awareness (5 CFR 930.301-305), ethics (5 CFR 2638.703 and 704), and supervisors in (5CFR Part 412).

The Coast Guard **LMS (Learning Management System)**-formerly Coast Guard Learning Portal-(<https://elearning.uscg.mil/>) contains mandatory training courses. Once you have entered LMS you can view the courses offered by selecting the courses tab. The majority of training required is completed through the LMS **eLearning** website; however, there are a few exceptions.

You will need to login to the computer manually using a **Temporary User ID and Password** before obtaining an **EMPL ID aka EMPLID or “Employee ID” (Employee Identification Number)** and **CAC (Common Access Card)**. Your supervisor is responsible for giving you your Temporary User ID and Password, which comes from CG-FixIT.

In order to begin training, first login to your work station computer with your Temporary User ID and Password. The LMS eLearning website requires a different username and password to log-in without a CAC Card. A username can be obtained by contacting CG FixIT. For phone calls to contacts outside of the organization like CG FixIT, always dial 8 before inputting the number. **CG- FixIT’s phone number is: 1-855-243-4948**. Choose option 3, and then option 4. Use the new username CG-FixIT gives you to log into eLearning.

You must complete the following mandatory training classes within 90 days of your entrance on duty date. You are allotted work time to complete the training.

After logging into LMS eLearning, go to **“Course Catalog”** at the top of the screen. You can find each of the courses listed below by entering the course number in the ‘Search’ bar on the right side of your screen.

- **502281 Civilian Orientation** - Provides an understanding of the Coast Guard organization and missions of the Federal Government.
- **502829 Federal Cyber Awareness Challenge** –replacing the USCG Information System Security (ISS) MT-810010 course. The course presents information assurance (IA) and information systems security (ISS) awareness instructional topics through first-person simulations; allows the user(s) to practice and review IA/ISS policies & concepts in a virtual & interactive manner. The information systems user roles and responsibilities of protecting government systems and data are explained in the introduction.
- **810030 Security Education and Training Awareness** – Provides basic NEED TO KNOW information to all members of the Coast Guard on the topics of Operations Security (OPSEC), Information Security (INFOSEC), and Antiterrorism and Force Protection (AT/FP).

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- **810005 DHS No FEAR Act and Anti-harassment Training-** This course provides federal employees training on their rights and remedies available under the antidiscrimination, retaliation, and whistleblower protections laws. The course information is based on the Notification and Federal Employees Anti-discrimination and Retaliation Act of 2002 (No FEAR Act) and OPM regulations in 5 CFR Part 724, requiring agencies to provide training to all employees regarding their rights and remedies under federal anti-discrimination, whistleblower, and retaliation laws.
- **502279 DHS Records Management for Everyone-** The purpose of this training module is to provide DHS employees with basic information on Records Management. This includes the following focus areas: distinguishing Federal records from other documentary materials including personal files, and recognizing best practices for managing personnel and federal records upon entering or leaving Federal service.
- **502344 DHS Emergency Preparedness Initial Training** – Provides instruction on emergency response, safety, reporting, and evacuation of company facilities in the event of a natural disaster, fire, bomb threat, or other emergency. Furthermore, this training introduces the concept of continuity planning and provides a brief overview of continuity including its definition and the legal basis for continuity planning.
- **100107 New Hire Ethics Training-** Become familiar with the ethical rules and responsibilities set forth in the Standards of Ethical Conduct, 5 C.F.R. Part 2635.

In your orientation package on the left side is a packet titled “**2017 Mandated Training Requirements.**” You should use this list of courses to complete **MT (Mandated Training)**. Note that some courses are only required for certain groups of people, so you do NOT have to do all of the courses listed in “2017 Mandated Training Requirements.” Your supervisor may inform you of other required mandatory training courses offered in the Learning Portal. The Mandated Training Program includes the coordination, planning, development, maintenance, delivery, and tracking of all federally and organizationally mandated training requirement.

There are two distinct types of Mandated Training requirements in the Coast Guard: MT Category “A” and MT Category “B.”

Mandated Training Category “A”

MT “A” includes mandated recurrent training that affects all Coast Guard members – Active duty, Civilian, and Reserve. Due to the varying nature of the Auxiliarist workforce, the Office of Auxiliary and Boating Safety will retain the authority to mandate training requirements.

Mandated Training Category “B”

MT “B” includes recurrent or one-time mandated training with a specific target audience explicitly identified in authoritative documentation. MT “B” courses might apply to a specific category of Coast Guard personnel, such as Supervisors of Civilians. They might also apply to a larger group with a broad requirement, such as “all personnel that use respirators.”