

2017 Mandated Training Requirements

(Please note that the USCG MT List will be revised throughout the year to meet changing training requirements.)

Mandated Training "A":

Audience: All Coast Guard Active Duty, Reserve, and Civilian personnel are required to complete these requirements

Course Code	Course Name	Frequency	Program Owner	eLearning
500997	DHS Preparedness: IS-700 NIMS, An Introduction	Once (AD/Reserve) /(Civilians)	CG-CPE/DHS EPI	Yes
501375	DHS Preparedness: IS-100.b Introduction to Incident Command System	Once (AD/Reserve) /(Civilians)	CG-CPE/DHS EPI	Yes
502279	DHS Records Management for Everyone	Once	CG-611/DHS	Yes
502319	Civil Rights Awareness	Triennial	CG-00H	NO
502379	Workforce Resilience Training (formerly Building Resilience and Preventing Suicide in the Coast Guard)	Annual	CG-1112	Yes
502829	Federal Cyber Awareness Challenge ¹	Annual	CG-651	Yes
810000	Sexual Harassment Prevention (SHP)	Annual	CG-00H	Yes

Mandated Training "A":

Audience: All Coast Guard Active Duty, Reserve, and Civilian personnel are required to complete these requirements (Continued)

Course	Course Name	Frequency	Program Owner	eLearning
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Code				
810005	DHS NO FEAR ACT AND ANTI-HARASSMENT / OSC PROHIBITED PERSONNEL PRACTICES / WHISTLEBLOWER DISCLOSURE QUIZ	Biennial	CG-121	Yes
810015	DHS Protecting Personal Information	Annual	CG-611/DHS	Yes
810030	Security Fundamentals	Annual	DCMS-341	Yes

MT-A-1 All members are required to take this course within the first 96 hours of having CG computer access.

Mandated Training "B"

Audience: As Required by Position

Course Code	Course Name	Frequency	Audience	eLearning
000652	Team Coordinator Training (CG-1134) ¹	Biennial	As required by position	NO
100012	Hearing Conservation	Annual	As required by position	Yes
100014	Heat Stress Program (CG-1133)	Annual	As required by position	Yes
100015	Insider Threat	Annual	Individuals Requiring Security Clearance	Yes
100036 *NEW	Human Trafficking Awareness Training for DHS Personnel (DHS/CG-MLE)	Annual	As required by position	Yes
100043	The Anti-Deficiency Act (CG-81)	Biennial *Change from Annual	As required by position	Yes
100074	Leased Housing Contracting Officer Training (CG-1333)	Triennial	As required by position	Yes
100293	Blood-borne Pathogens (CG-1133)	Annual	As required by position	Yes
501538	First Responder Awareness (CG-1132)	Annual	As required by position	Yes

Mandated Training "B"

Audience: As Required by Position (Continued)

Course Code	Course Name	Frequency	Audience	eLearning
501376	IS-200.b ICS for Single Resources and Initial Action Incidents (CG-5R-CPE)	Once	As required by position	Yes
502280	Respiratory Protection (CG-1133)	Annual	As required by position	Yes
502503A	Provider Substance Abuse Screening and Diagnosis (CG-XXXX) <i>Complete 502503A or 502503B biennially</i>	Biennial	As required by position	Yes
502503B	Provider Substance Abuse Screening and Diagnosis (CG-XXXX) <i>Complete 502503A or 502503B biennially</i>		As required by position	Yes
502821	Information Assurance Policy and Technology (CG-615)	Annual	As required by position	NO
502828	Designated Accrediting Authority (CG-651)	Annual	As required by position	Yes
502925	Derivative Classification Training	Biennial	As required by position	Yes
502955	GHS The Globally Harmonized System of Classification and Labeling of Chemicals (CG-113)	Annual	As required by position	Yes
810046	Eye and Face Protection (CG-1133)	Annual	As required by position	Yes

¹Please be advised that TCT is **not** an LMS/E-learning course and therefore is **not** managed by FC-TPTC. For more information regarding TCT please ask your Unit Training Officer to contact the Program Manger/CG-1134 and/or see refs: COMDTINST 1234.1 Operational Risk Management and COMDTINST 1541.1 Team Coordination Training.

Mandated Training “B”

**Audience: Supervisors/Supervisors of Civilians/Civilian Supervisors of Military/HR Professionals/
Hiring Managers**

Course Code	Course Name	Frequency	Audience	eLearning
502197	Supervisors of Civilians, Tier 1 (CG-XX)	Once	Supervisors of Civilians	Yes
502294	DHS Uniformed Services Employment and Reemployment Rights Act ¹ (CG-1212)	Annual	Supervisor of Civilians and HR Professionals	Yes
502434	DHS Veteran Employment Training for Hiring Managers (CG-1212)	Annual	Supervisors of Civilians and Hiring Managers	Yes
502435	DHS Veteran Employment Training for Federal Human Resources Professionals (CG-1212)	Annual	HR Professionals	Yes
502477	Time and Attendance for Supervisors	Annual	Supervisors of Civilians	Yes
810040	Workplace Violence ¹ (CG-1112)	Triennial	Supervisors and Supervisors of Civilians	Yes
502801	DHS Continuous Supervisory Leader Development (CG-133)	Annual	Supervisors and Supervisors of Civilians	Yes
502830	Civilian Supervisors of Military Personnel	Once	Civilian Supervisors of Military	Yes

Mandated Training "B"				
<u>Audience: Supervisors/Supervisors of Civilians/Civilian Supervisors of Military/HR Professionals/Hiring Managers (Continued)</u>				
Course Code	Course Code	Course Code	Course Code	Course Code
810005	DHS No FEAR Act (CG-00H)	Biennial	Supervisors of Civilians	Yes

¹ These courses can now be tracked in TMT. Unit Training officers must assign the Supervisor (SUP) and Supervisor of Civilian (SUPC) competencies to individuals required to complete this training in TMT.

Mandated Training "B"				
<u>Audience: Public or Confidential Financial disclosure Report Filers (PFDR & CFDR Filers)</u>				
Course Code	Course Name	Frequency	Audience	eLearning
502306	Ethics Training I (CG-LSC-4)	Annual	PFDR & CFDR Filers	Yes
502937	Ethics Training II (CG-LSC-4)	Annual	PFDR & CFDR Filers	Yes
502936	Ethics Training III (CG-LSC-4)	Annual	PFDR & CFDR Filers	Yes

Mandated Training "B"

Audience: Active Duty and Reserve

Course Code	Course Name	Frequency	Audience	eLearning
610189	Reserve Mobilization/Demobilization (CG-1311)	Annual	Reserve	Yes
810025	Substance Abuse Free Environment (CG-11)	Annual	Active Duty & Reserve	Yes

Mandated Training "B"

Audience: SERA's and FTS's

Course Code	Course Name	Frequency	Audience	eLearning
502465	Reserve Force Readiness System (RFRS) (CG-1311)	Once	SERA's & FTS's	Yes
502465	Senior Enlisted Reserve Advisor (SERA) (CG-1311)	Once	SERA's & FTS's	Yes

Mandated Training “B”

Audience: Civilians

Course Code	Course Name	Frequency	Audience	eLearning
100032	DHS Preparedness: IS-453: DHS Introduction to Homeland Security Planning (CG-12)	Quadrennial	Civilians	Yes
100198	DHS Preparedness: IS-860a: DHS national Infrastructure Protection Plan (CG-12)	Quadrennial	Civilians	Yes
502306	Ethics Training I	Once	CG-LSC-4	Yes
502344	DHS Preparedness: IS-546: Continuity of Operations Awareness Course (CG-12)	Quadrennial	Civilians	Yes
502427	Time and Attendance for Civilian Employees	Triennial	Civilians	Yes
502447	DHS Preparedness: IS-907: Active Shooter: What You Can Do (CG-12)	Quadrennial	Civilians	Yes
502448	DHS Preparedness: IS-547: Introduction to Continuity of Operations (CG-12)	Quadrennial	Civilians	Yes
502894	DHS Preparedness: IS454-Fundamentals of Risk Management (CG-12)	Quadrennial & within the first 90 days	Civilians	Yes
502895	DHS Preparedness: IS450-Ememgrecy Preparedness for Federal Employees ¹ (CG-12)	Quadrennial & w/in the first 90 days	Civilians	Yes
502896	DHS Preparedness: IS450NC -Emergency Preparedness for Federal Employees in the National Capital Region ¹ (CG-12)	Quadrennial & w/in the first 90 days	Civilians	Yes
502897	DHS Preparedness: IS-451: Anthrax Awareness	Quadrennial	Civilians	Yes

	(CG-12)			
Mandated Training "B"				
Audience: <u>Civilians (Continued)</u>				
Course Code	Course Code	Course Code	Course Code	Course Code
810005	DHS No FEAR Act (CG-00H)	Biennial	Civilians	Yes

1 Civilian employees in the National Capital Region should take 502896 ONLY. All other civilian employees should take 502895.

Mandated Training "B"				
Audience: <u>Miscellaneous</u>				
Course Code	Course Name	Frequency	Audience	eLearning
501289	DHS Government Travel Card Training (CGPSC-BOPS-R)	Biennial	All travel Card Holders, Travel Managers, and Approving Officials	Yes
502290	Influenza - ATON, Boarding Team, Medical and DOG Personnel	Annual	ATON, Boarding Team, Medical, and DOG personnel	Yes
502288	DHS Introduction to Section 508 (CG-69)	Once	IT and Acquisitions	Yes
502442	Time and Attendance for Timekeepers	Annual	Time and Attendance for Timekeepers	Yes